The Research Foundation's

PAYMENT REQUEST SYSTEM

Fast - Convenient - Secure - Accurate

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Section 1: Overview

The Payment Request system allows you to process your requests for payments electronically. This system can be used for all non-Purchase Order related payments (i.e. payments under $5,000).

This system has a number of benefits for the user. The following are a few:

1) **Provides Centralized Access and Useful Management Tools**: The system allows users to access all their electronic payment request transactions from one place. Furthermore, it offers tools (e.g. filters, current fund availability (AVL) look-up functionality etc.), which allows users to manage their payment requests efficiently.

2) **Reduces Processing Time**: Since all transactions are processed and routed electronically, the system is not subjected to the delays inherent to a manual system. This reduces the turnaround time required to process transactions.

3) **Reduction in Human Error**: This system reduces the need to perform manual checks (e.g. AVL availability) during data entry. This reduces processing errors, and this in turn, will also contribute to faster transaction turnaround times.

4) **Accessible 24/7**: Since this is a web-based system, users can submit payment requests to the RF twenty-four hours a day. Additionally, users can obtain the status and other important information about their payment requests online at any time without having to call the RF.

Section 2: Users

The following users have access to the **Payment Request System**. This manual focuses on the first two users groups: **preparers** and **approvers**.

2.1 **Preparers**: These users typically operate from a C.U.N.Y. campus and create payment requests on behalf of approvers. They may perform the following actions within the system:

- **Create** a payment request.
- **Save** a payment request.
- **Edit** a payment request that was created by them.
- **Submit** a payment request to an approver for approval.
- **Recall** a payment request that was submitted by them.

2.2 **Approvers**: These users also typically operate from a C.U.N.Y. campus and are responsible for approving and submitting payment requests to the Research Foundation (RF) for processing.

This user group comprises of P.I.s, authorized signatories, and grants officers. They may perform the following actions within the system:

- **Create** a payment request.
- **Save** a payment request.
- **Edit** a payment request that they created or that was submitted to them for approval[1].
- **Approve** a payment request and submit it to the RF for approval.
- **Recall** a payment request that was submitted by them.

2.3 **Processors**: These users are O.T.P.S. processors and Project Administrators who work at the RF. They are responsible for reviewing and processing payment requests that are sent to the RF by approvers at the campuses.

[1] Approver(s) may edit a payment request if they have access to the project(s) used to pay that payment request.

Section 3: Understanding Workflow

The workflow used by the Payment Request system is similar to the workflow used by most **RF E-Systems**. Figure 1 illustrates how a payment request flows between different users and how its status (shown in green) is changed by each user's action.

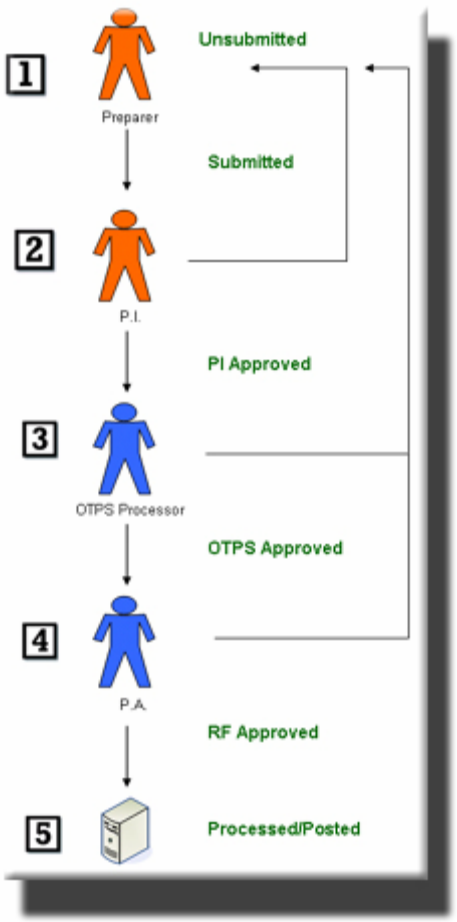


Figure 1: Workflow

Section 4: Accessing the System

From the **RF Website**, go to the **E-Services** menu and select **Payment Request** (see figure 2). This will bring you to the system's **Dashboard.**

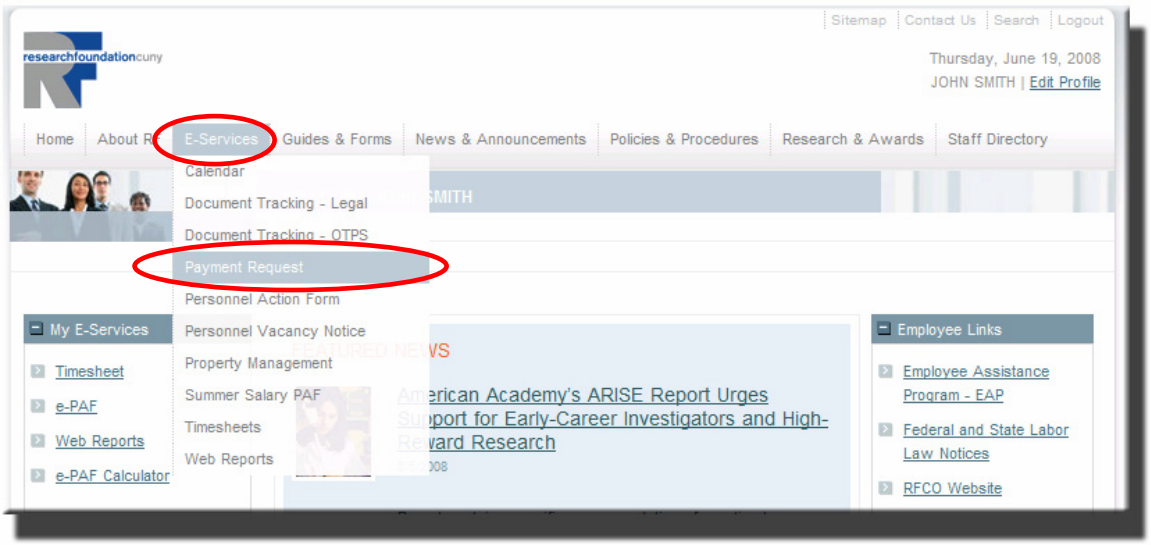


Figure 2: Accessing the System

Note: You must log on to the **RF Website** by using either a preparer, P.I., authorized signatory, or grants officer's **User ID**. You cannot access this system with an **Employee ID**.

If you do not have a valid **User ID** or if you do not see the **Payment Request** option listed under your **E-Service** menu please call **Grants and Contracts** at 212-417-8402

The **Payment Request System** is divided into three modules: **Create a Payment Request**, **Pending Payment Request(s)**, and **Processed Payment Request(s)**. The remainder of this manual will discuss how to use each of these modules.

Note: To guide you through the process of using the system, **Help Menus** have been added to every section of the system (as an example, see figure 4). If you have questions about a particular section, place your cursor on the **Help Menu** of that section to obtain more information.

Section 5: Creating a Payment Request

This module allows you to create new payment requests. You may use this module to do the following:

(i) Create a single payment request for a vendor

(ii) Create multiple payment requests for a vendor.

5.1 Creating a Single Payment Request For a Vendor

This is the most common method used to create a payment request. From your **Dashboard**, click on the **Create a Payment Request** button or click **Create** from the **Main Navigation Bar** (see figure 3).

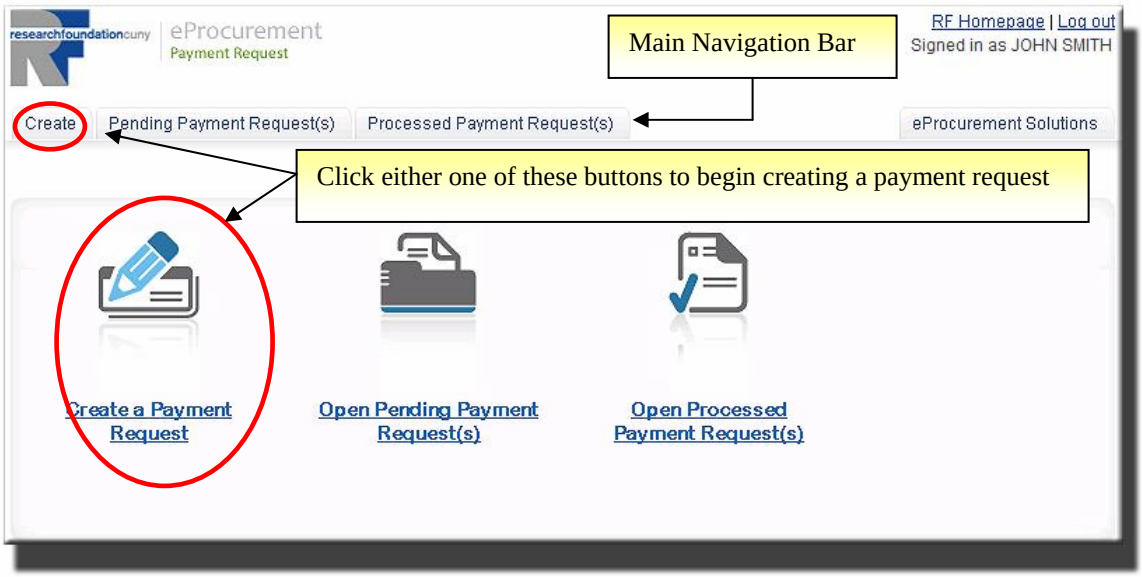


Figure 3: Creating a Payment Request

This will bring you to the first section of the payment request, which is the **Payment To** tab (see figure 4).

Note: A payment request is divided into four **Tabs** or **Sections** (see figure 4); each **Section** logically separates the different types of information required to create a payment request. You may navigate between **Sections** by clicking the **Next** button at the bottom of your screen or by clicking on the appropriate **Section**.

*Figure 4: The **Payment To** tab*

5.1.1 The *Payment To* Section

In this section, you must enter your **Vendor** and **Invoice Information**.

Entering Vendor Information

Start by entering the information for the vendor that you wish to pay. To do this, place your cursor on the **Select Vendor** menu to access the various **Vendor Selection/Entry** options available (see figure 5).

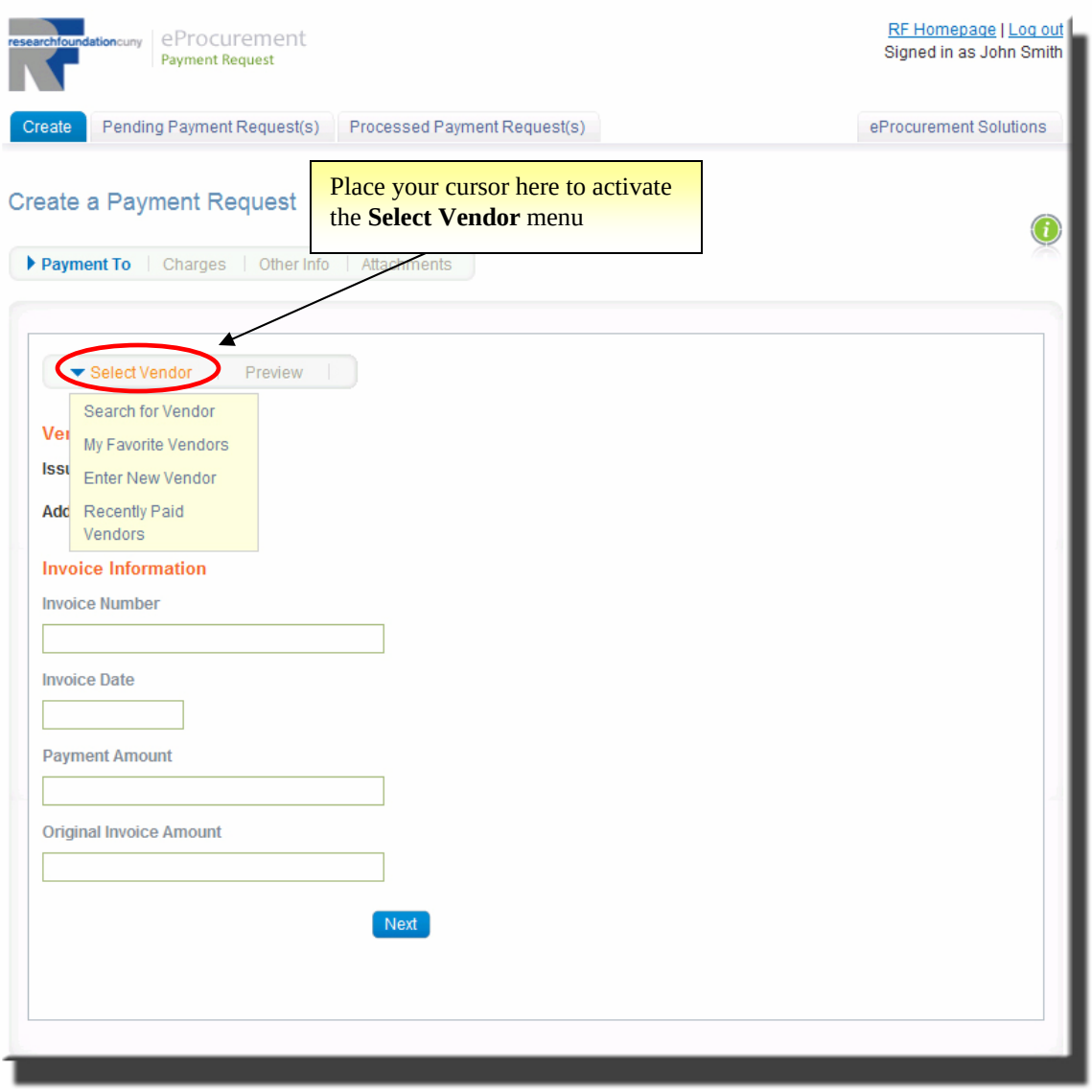


Figure 5: Vendor Entry Options

Vendor Selection/Entry Methods: You may use one of the four available methods to add a vendor.

(1) Search For Vendor: Select this option to search through **RF's Vendor Database**[2] to locate your vendor. Use this option if you have paid the vendor in the past.

[2] Located in RF's Financial System, i.e. Computron

To use this option, click **Search for Vendor** from the **Select Vendor** menu. This will bring up a **Search** window (see figure 6).

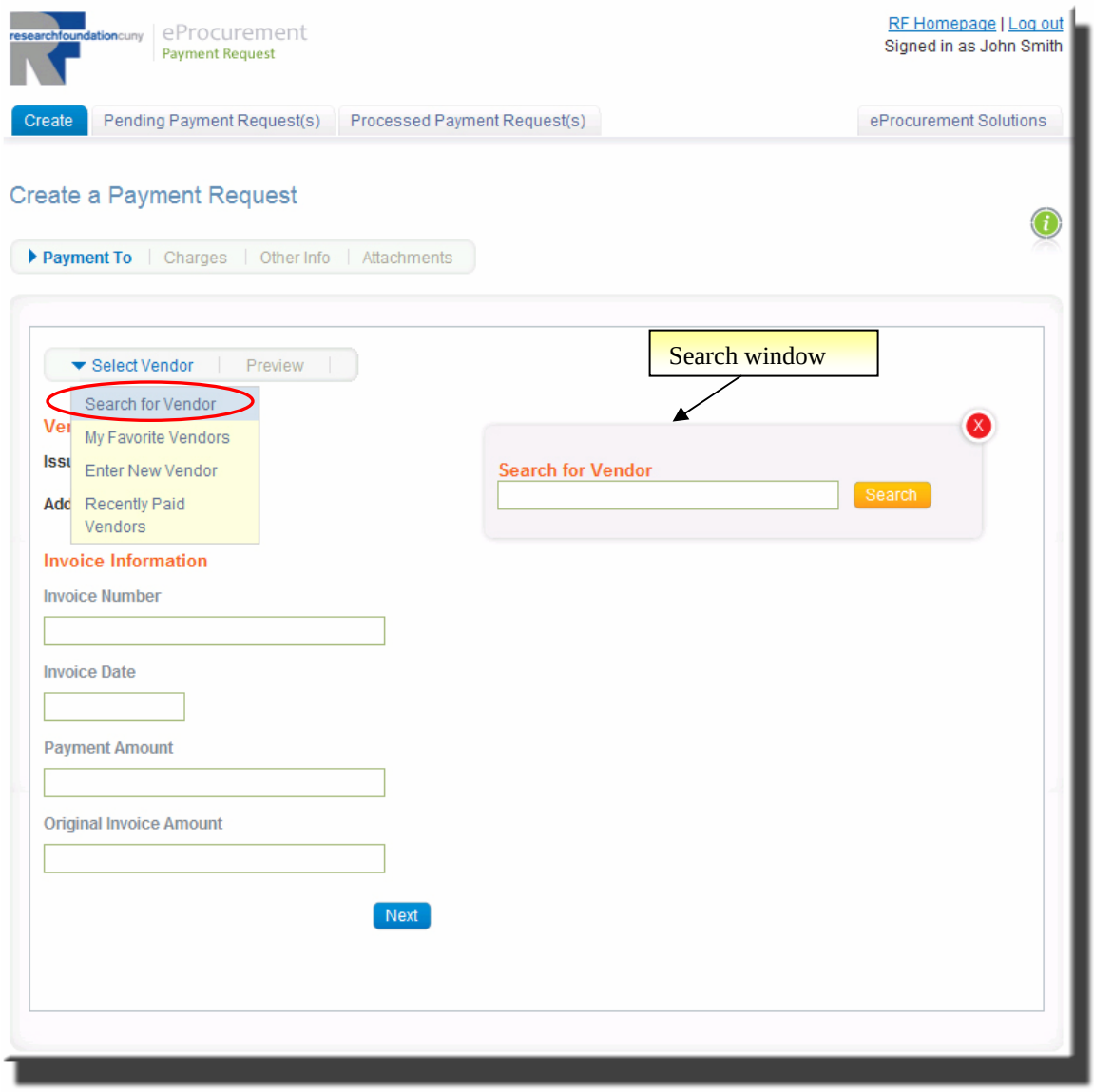


*Figure 6: Using the **Search for Vendor** option*

In the **Search** window, enter the name of the vendor that you wish to locate and then click the Search button (see figure 7).

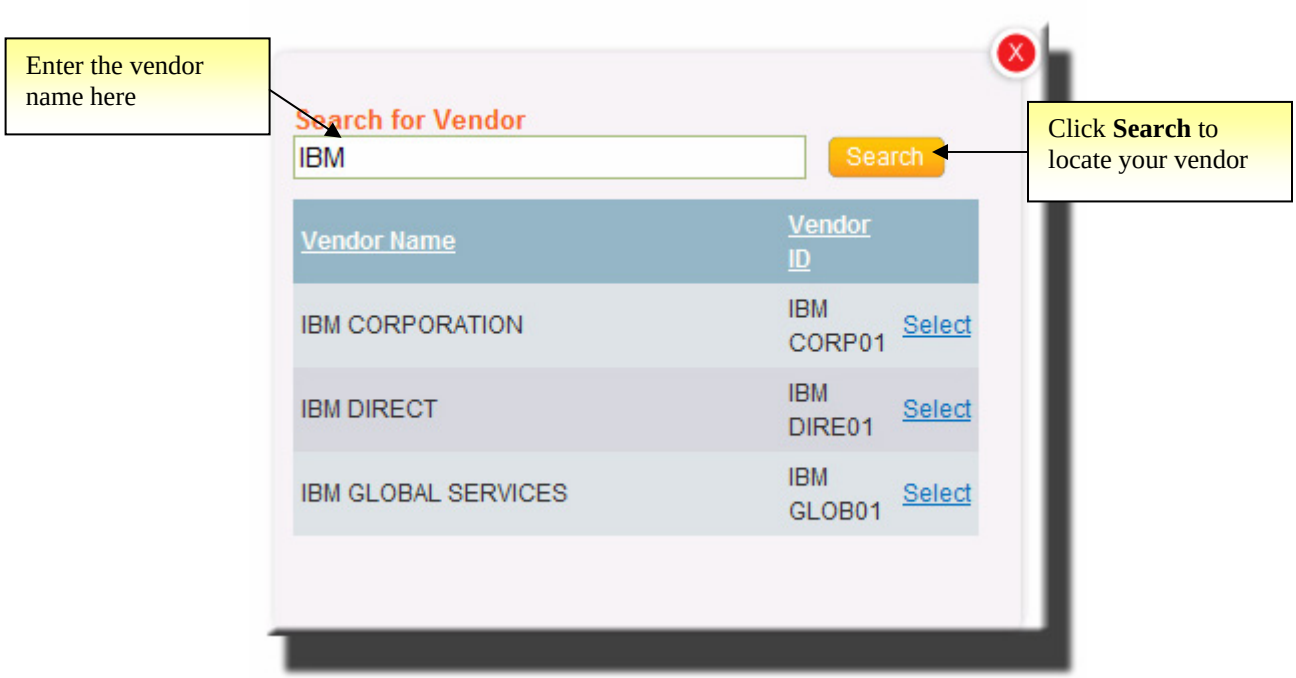


*Figure 7: The **Search** window*

This will display all the vendors in **RF's Vendor Database** that meets your search criteria. Click **Select** to add the appropriate vendor.

(2) My Favorite Vendors: Use this option if you had previously saved the vendor to your **Favorite Vendors** list.

To use this option, click **Favorite Vendors** from the **Select Vendor** menu. This will bring up all the vendors that you had previously saved to your **Favorite Vendors** list. From this list, select the appropriate vendor by clicking Select beside the vendor's name (see figure 9).

***Note*:** To remove a vendor from your **Favorite Vendors** list, click Remove beside the appropriate vendor (see figure 9).

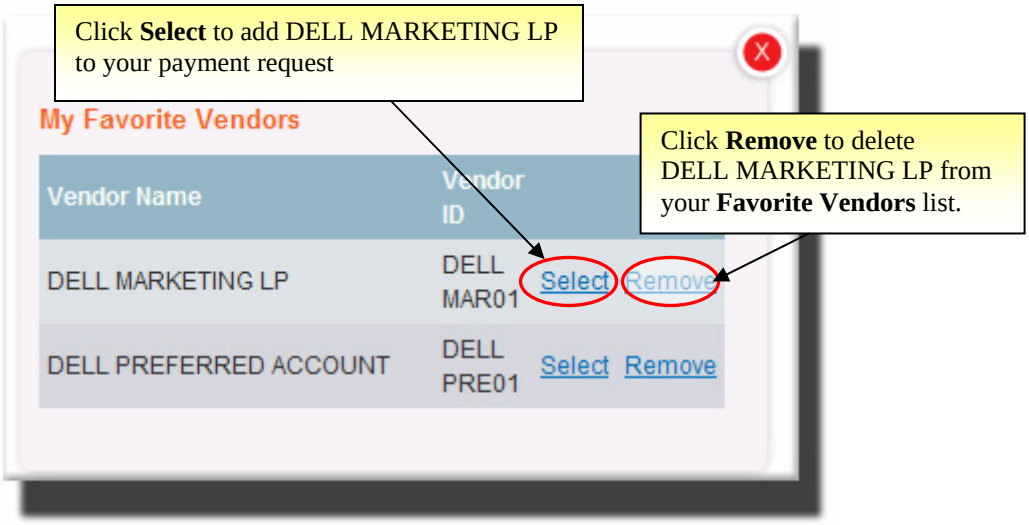


*Figure 9: Using **My Favorite Vendors***

(3) Enter New Vendor: Select this option if the vendor you wish to pay could not be located by any of the other options available.

To use this option, click **Enter New Vendor** from the **Select Vendor** menu. This will display the **Enter New Vendor** window.

In this window, enter the vendor's information. When you have finished, click Create at the bottom of the window to add the vendor's information to your payment request (see figure 10).

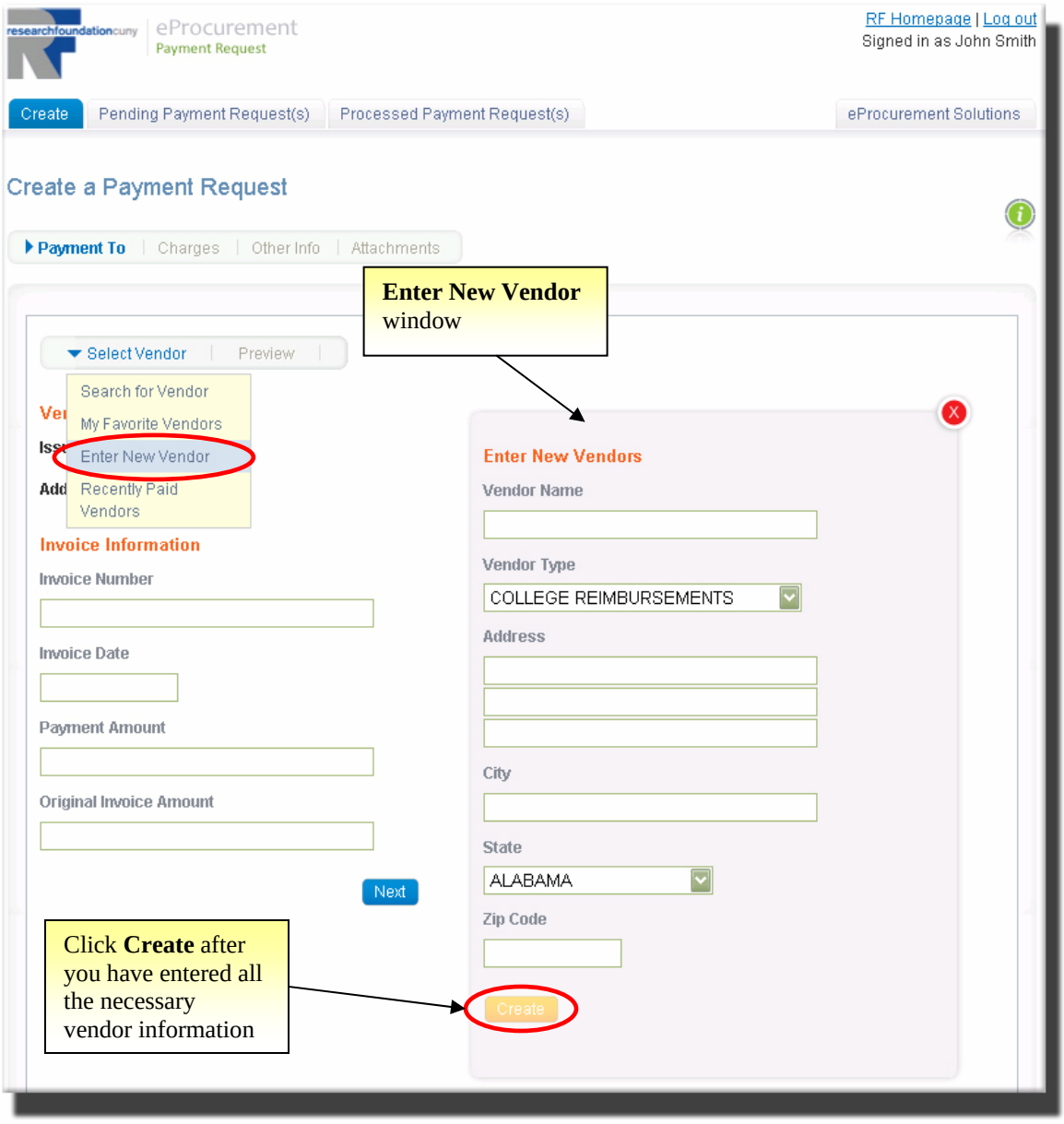


Figure 10: Entering a New Vendor

(4) Recently Paid Vendors: The system keeps a list of the last 20 vendors paid on your behalf (i.e. on payment requests submitted by you). To select a vendor from this list, click **Recently Paid Vendors** from the **Select Vendor** menu. Next, click Select beside the name of the appropriate vendor.

***Note*:** After you have selected your vendor by using one of the four options described above, you may add the vendor to your **Favorite Vendors** list by clicking Add to My Favorite Vendors (see figure 11)

***Note*:** To change your vendor selection, click Change Vendor (see figure 11).

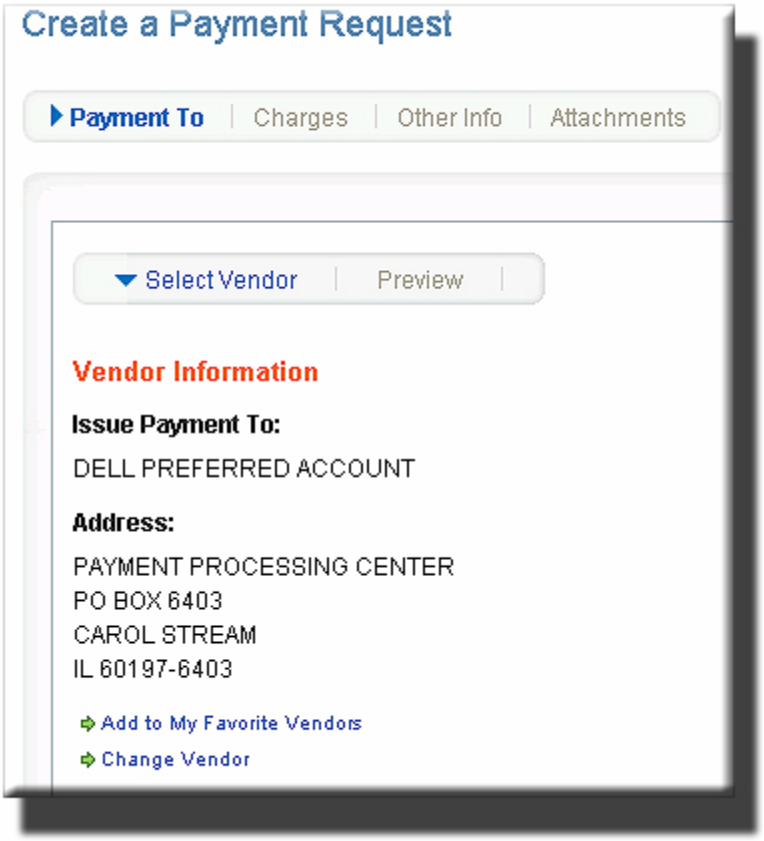


*Figure 11: Adding a vendor to your **Favorite Vendor List** or changing your vendor selection*

Entering Invoice Information

Once you have finalized your vendor selection, enter your **Invoice Information** on the lower part of your screen (see figure 12).

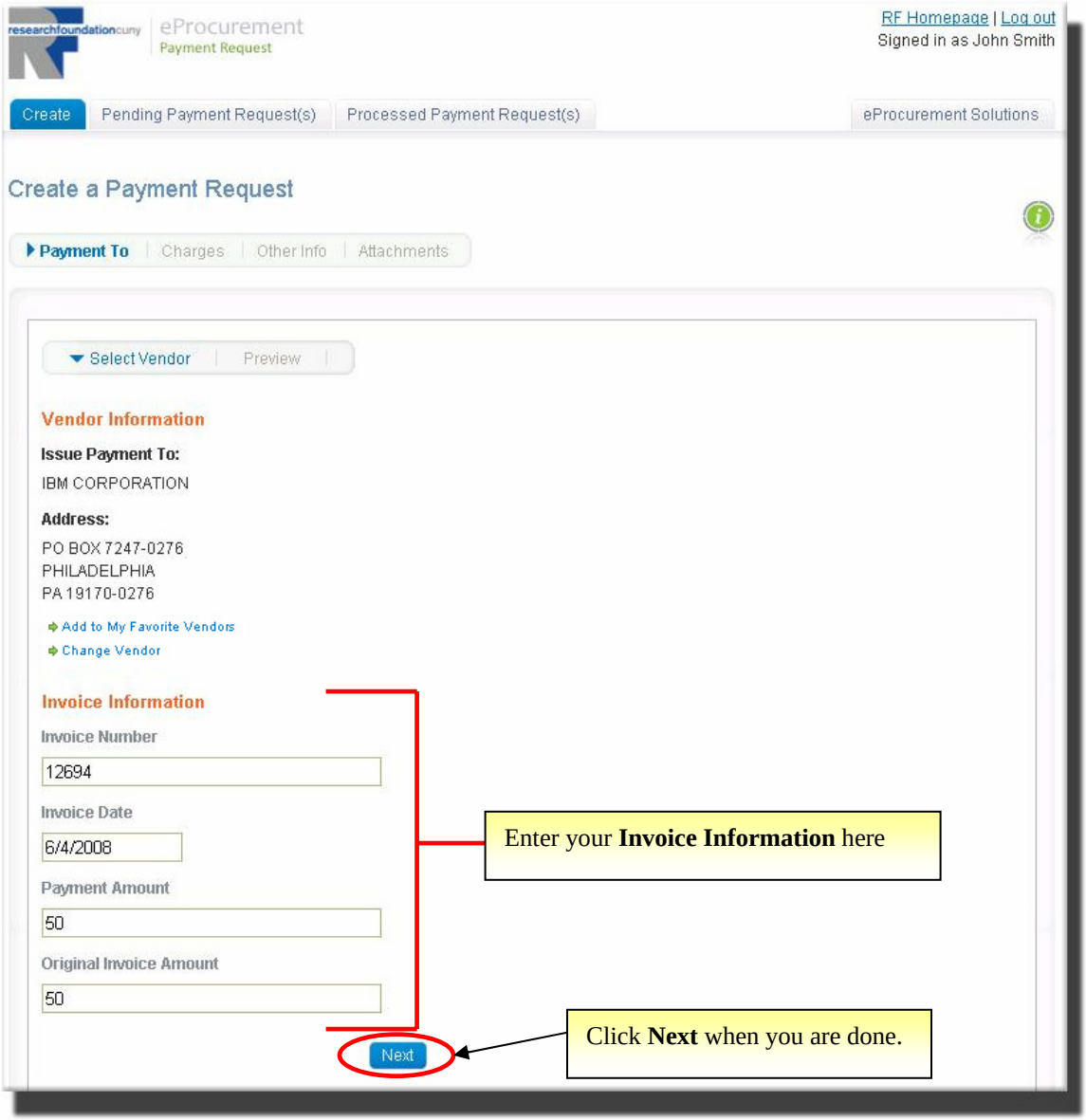


Figure 12: Enter Invoice Information

After you have entered your Invoice Information, click Next to proceed to the next **Tab** (see figure 12).

5.1.2 The *Charges* Section

The **Charges** section is used to indicate the project and account that you would like to use for payment. You may distribute your payment amount among various projects and accounts.

To begin entering a charge, select the desired project from the **Project** drop-down box and then select the appropriate account from the **Account** drop-down box (see figure 12).

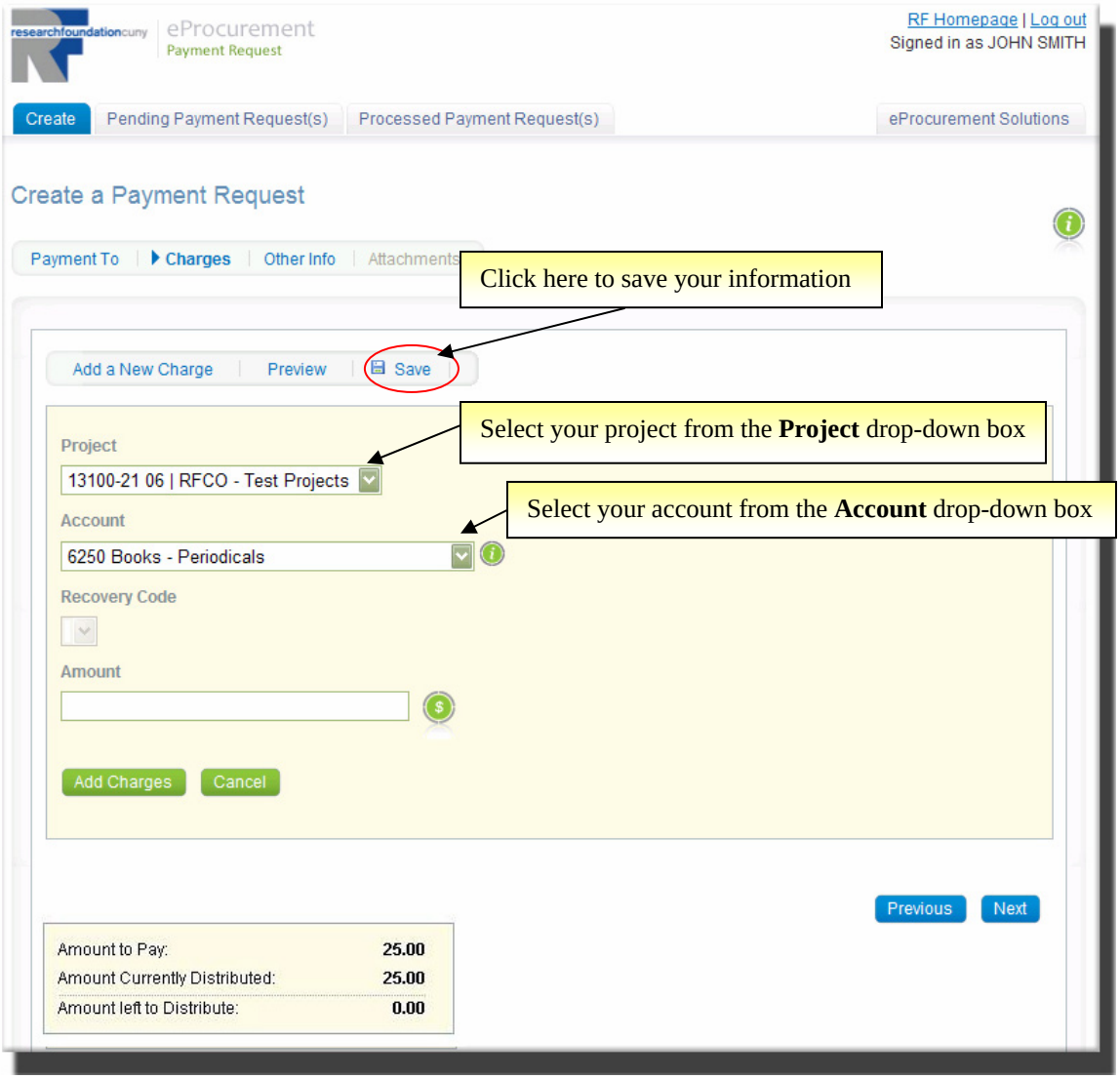


Figure 12: Adding a Charge

Note: After you have entered your **Vendor** and **Invoice Information**, you have the option – at any point – to save your information and continue creating your payment request at a later time. To do this click the **Save** button located at the top of your screen (see figure 12).

It is important to note that the system will not allow you to submit a charge that has been allocated to a project with insufficient funds. To avoid this situation, we have added a tool to help you determine if the project you have selected has sufficient funds to cover the payment. After you have selected your project and account you can check your project's current **Availability** by placing your cursor over the icon located near the **Amount** text box (see figure 13). This will display the most current **Availability** for the selected project. This **Availability** is derived by using the following formula:

Project's Current Available Balance – Amount Charged to Project by Pending Payment Requests = Total Project Availability

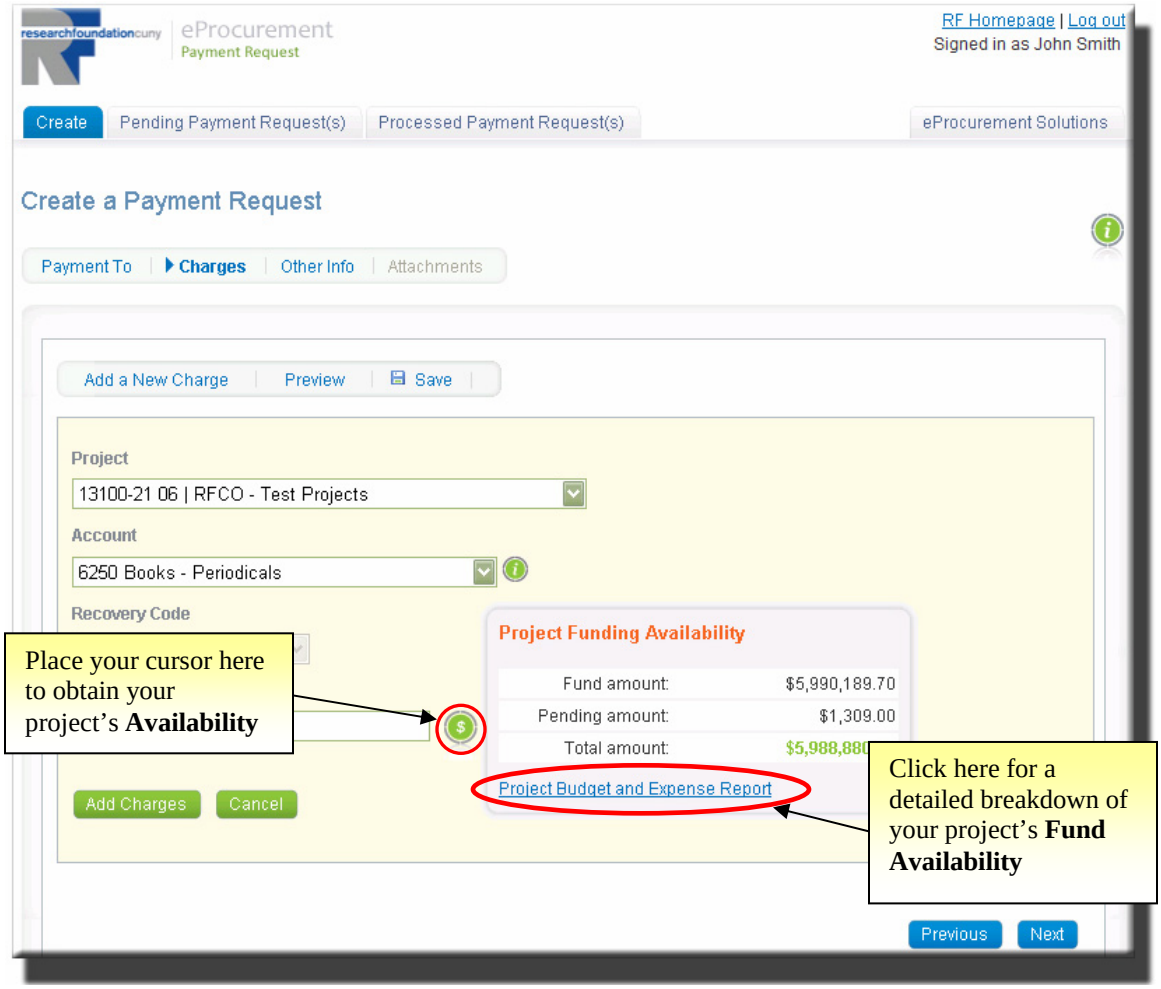


Figure 13: Checking a project's availability

For an even more detailed financial breakdown of your project's **Availability**, click Project Budget and Expense Report (see figure 13).
If you are sure that the project you have selected has sufficient funds to cover payment, enter the amount to be charged in the **Amount** textbox and then click Add Charges.

Once you have added a charge, you may **edit** or **delete** this charge by clicking on the appropriate button next to it (see figure 14).

To add another charge, click Add a New Charge (see figure 14) and repeat the steps above.

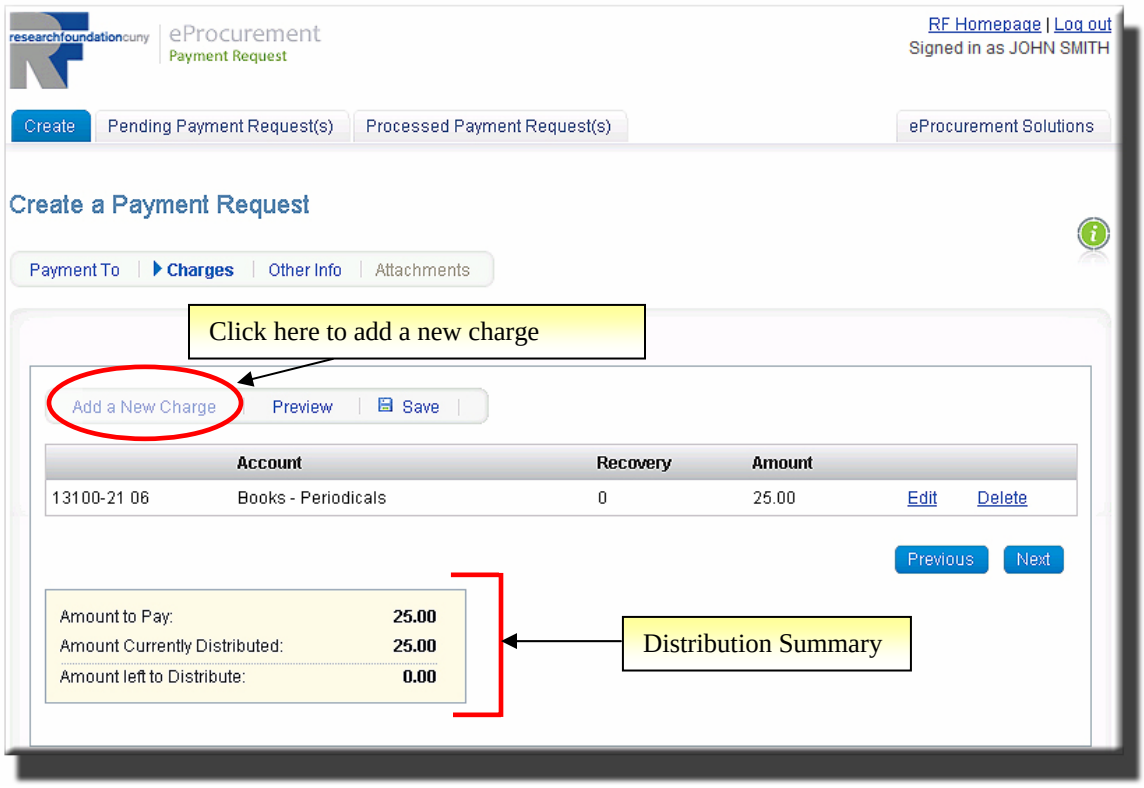


Figure 14: Add, Edit or Delete Charges

***Note*:** For your convenience, a **Distribution Summary** has been added to the bottom of your screen (see figure 14). It maintains a running total of the amount you have currently distributed among your Project(s) and Account(s). Before you submit your payment request, please ensure that the **Amount left to Distribute** is zero.

When you have finished entering all your **Charges**, click Next to go to the **Other Info** tab.

5.1.3 The *Other Information* Section

The information in this section is optional; enter information in this section only if it pertains to you. You may enter the following information in this section (see figure 15):

1) **Hold for pick up**: Check this box if you would like your party to pick up payment from the RF.
2) **Check Memo**: Use this field to enter any information that you would like to have displayed on the payment check stub.
3) **Comments and Justification**: Use this field to enter any comments or justifications that you would like to add to your payment request.
4) **Separate Check**: Check this box if you would like this payment to be cut as a Separate Check.
5) **Payment Method**: Use this drop-down box to indicate which payment method you would like to use to pay the vendor.

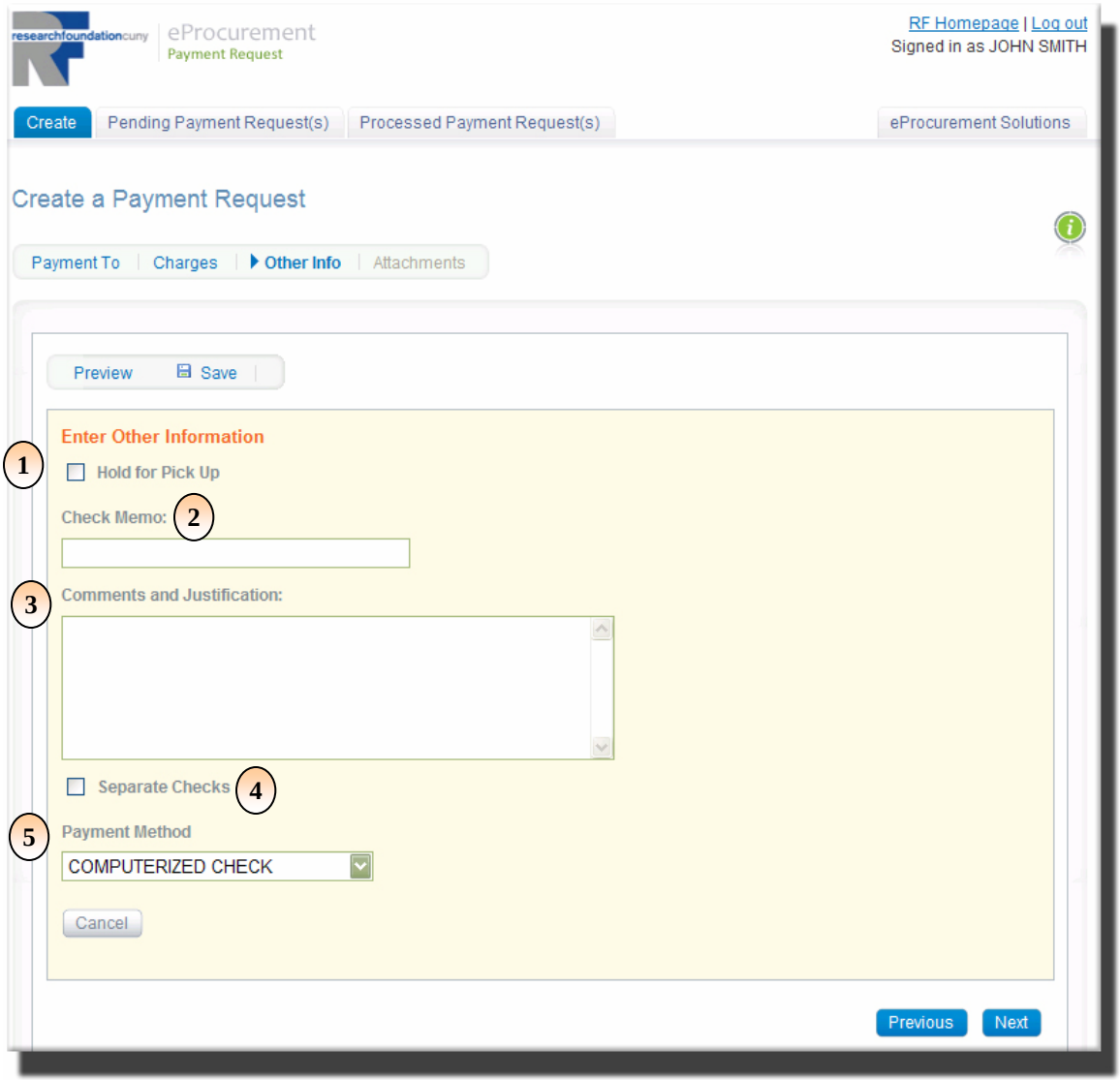


Figure 15: Other Information

To move to the next section, click Next at the bottom of your screen. At this point, if you have haven't already saved your information, the system will prompt you to save your information before proceeding.

5.1.4 The *Attachments* Section

Use this section to attach the supporting documentation that is required to process your payment request. You may do this in two ways: **Attaching a Scanned Document** or **Attaching a Faxed Document.**

Attaching a Scanned Document

If you have the ability to scan your supporting documents, we recommend that you use this method. To attach a scanned document, click Browse... and then locate your document on your PC. In the **Choose File** window, select the file by double-clicking on it *or* by clicking on it and then clicking the Open button. Finally, click Attach File to attach the file to your payment request (see figure 16)

Once you have attached your file, you may review it by clicking the View link button. To delete the file, click the Delete link button.

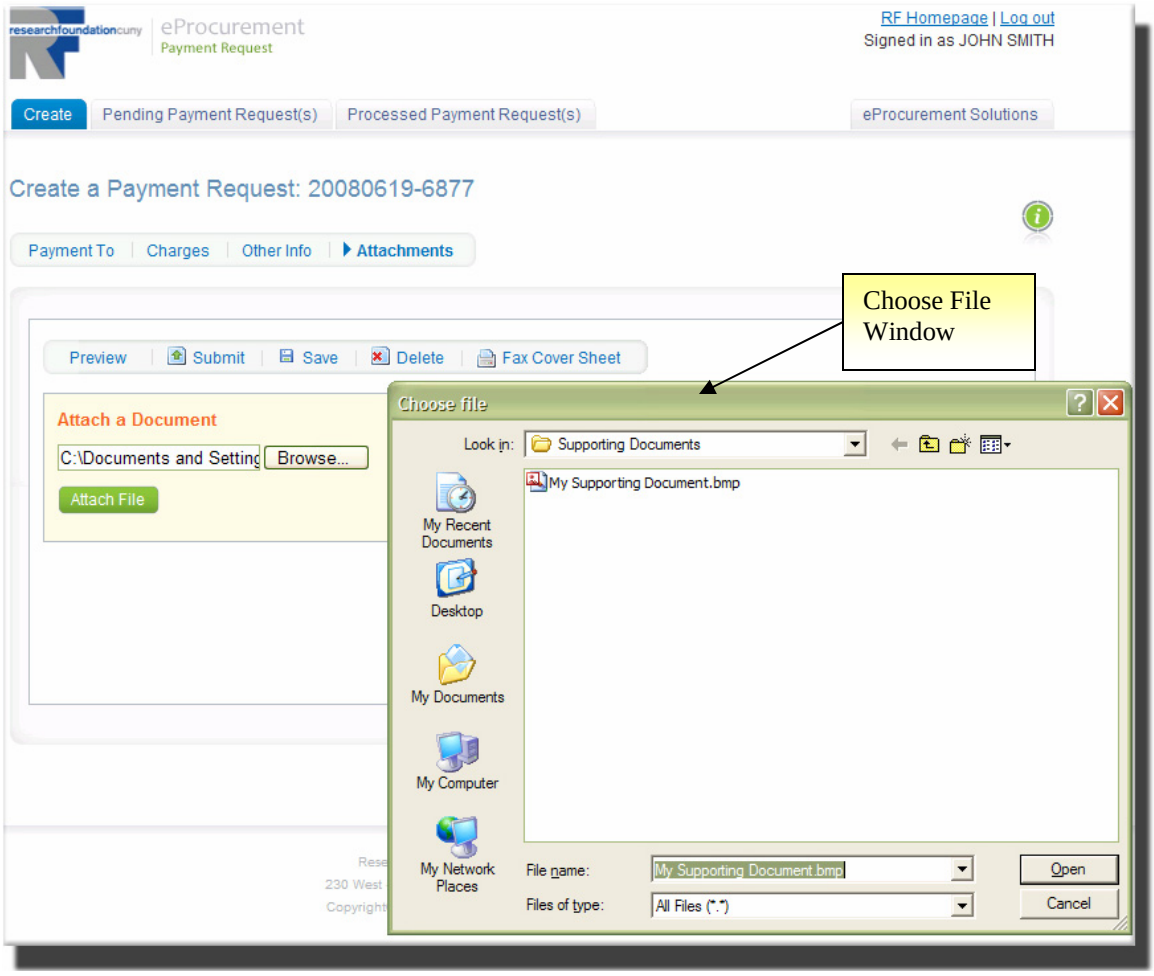
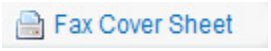


Figure 16: Attaching a Scanned Document

Attaching a Faxed Document

You may also choose to attach a document by faxing it to us. In order to fax your documentation to us, you must first generate a **Fax Cover Sheet**. From the **Attachments** section, click the  button on your screen.

Note: The **Fax Cover Sheet** will display in a pop-up window. You must turn off any pop-up blocking features running on your PC in order to print the **Fax Cover Sheet**.

Next print the **Fax Cover Sheet** and use it to fax your documentation to the RF. Once your fax is received, the system will automatically attach your documentation to your payment request.

Please note that when faxing documents for multiple payment requests, you must print and use a separate **Fax Cover Sheet** for each payment request.

Note: After you have faxed your documents, please check your payment requests via the system to ensure that the documentation was attached.

After you have attached your documentation, you may choose to **Save** your payment request (for submission at a later time) by clicking the Save button or **Submit** your payment request by clicking the Submit button.

Note: If a preparer submits a payment request, it is routed to his/her PI for approval. If a PI submits a payment request, it is sent to the RF for processing.

5.2 Creating Multiple Payment Requests for the Same Vendor

The system provides an easy way to create multiple payment requests for the same vendor.

Once you have **Saved** or **Submitted** your payment request, click the *You may create another payment request for this vendor* link in your confirmation window. See figure 17.

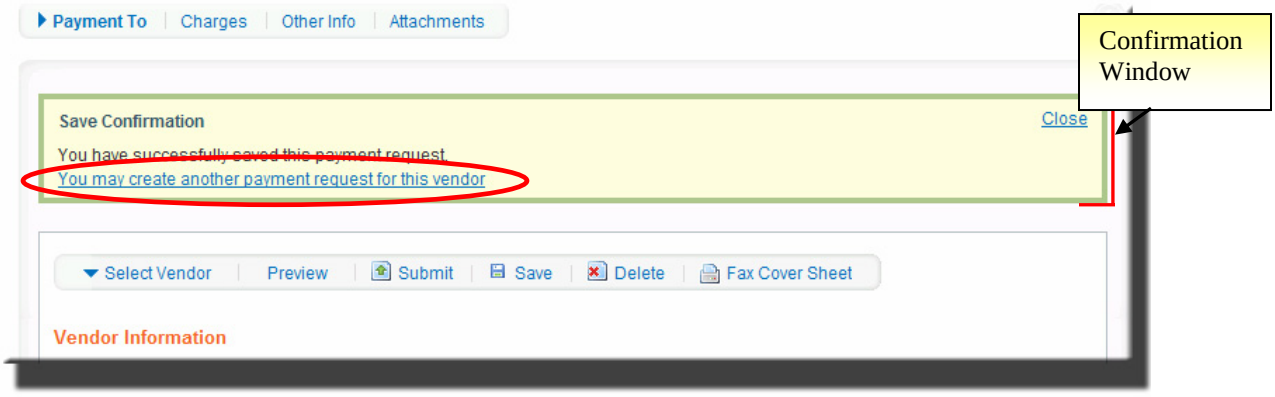


Figure 17: Creating another payment request for the same vendor

This will direct you to a screen which will allow you to enter information for your new payment request (see figure 18)

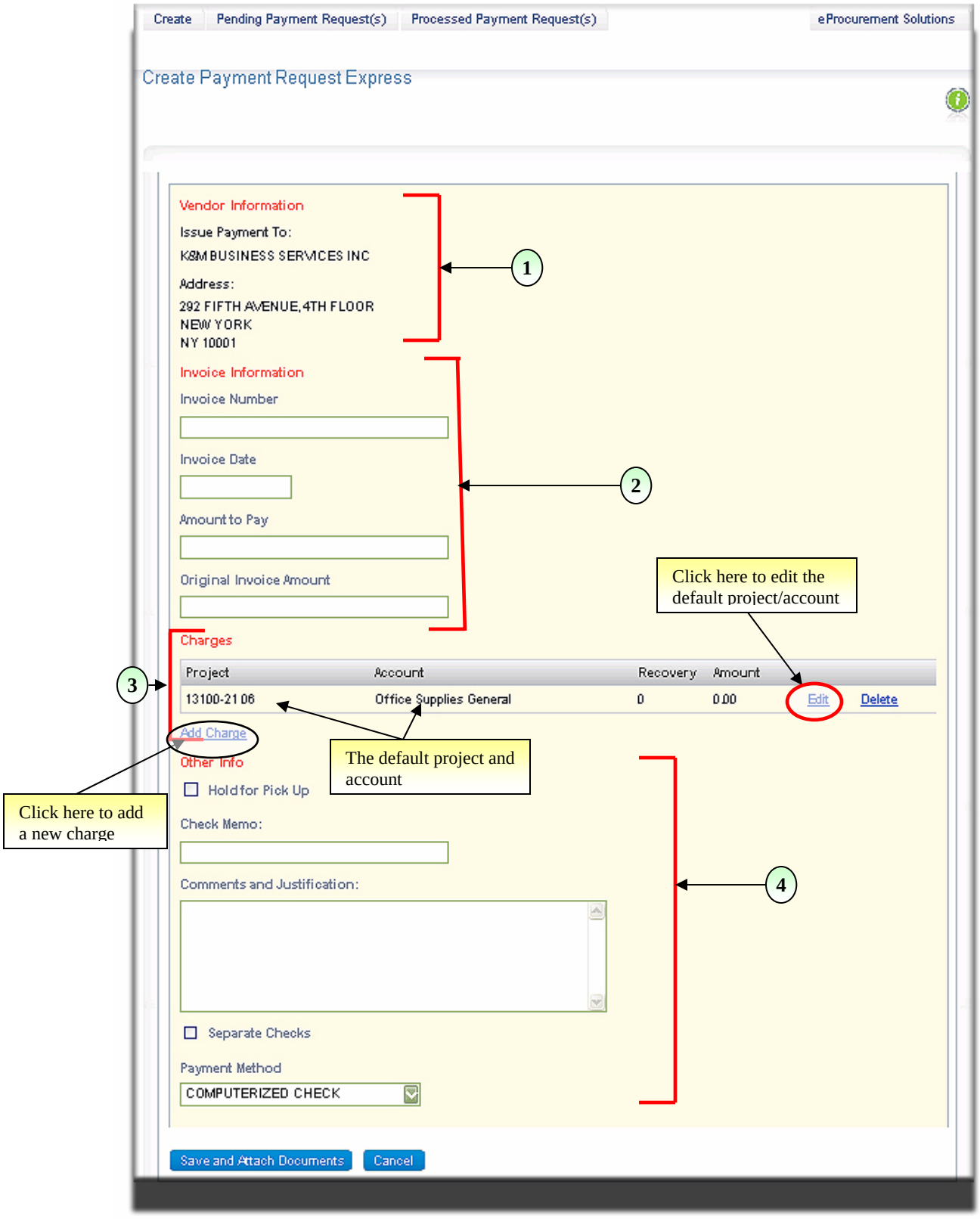


Figure 18: Multiple Payment Request Entry Screen.

The following is a description of the different sections of the payment request (see figure 18).

1) **Vendor Information**: Since, by choosing this method of creating a payment request, you are indicating that you would like to create multiple payment requests for the same vendor, the vendor information cannot be changed.
2) **Invoice Information**: This is the information for your new invoice. You must fill out this information to process your payment request
3) **Charge**: The system defaults your charges to the project(s) and account(s) that you had selected when you created your previous payment request. Click the **Edit** link beside the default project(s)/account(s) to add the desired amount to these projects/account(s).

   If you would like to delete the default project(s) and account(s), click the **Delete** link beside the default project(s)/account(s)

   If you would like to add a new project or account, click the **Add Charge** and enter your information.

   You must ensure that you have fully allocated the amount you intend to pay on this payment request among your project(s) / account(s).
4) **Other Information**: Enter information in this section if it pertains to your payment request. The information in this section is optional.

Once you have entered all the necessary information, click the

button at the bottom of your screen. This will bring you to a page (see figure 19) where you can do any of the following:

1) **Attach Supporting Documentation**: You may attach supporting documentation to your payment request by clicking the

button to locate the document on your computer. Next click the

button to attach the document to the payment request. Repeat these steps to attach another document.

When you have finished attaching your documentation, click the *You may create another payment request for this vendor link* (see figure 19) to create another payment request for the same vendor, or click Finished Attaching Documents if you do not wish to create any more payment requests.

2) **Print a Fax Cover Sheet**: Click the Print Fax Cover Sheet button to print a fax cover sheet, if you intend to fax your documentation to the RF.

After you have finished printing the fax coversheet, click the *You may create another payment request for this vendor* link (see figure 19) to create another payment request for the same vendor, or click Finished Attaching Documents if you do not wish to create any more payment requests.

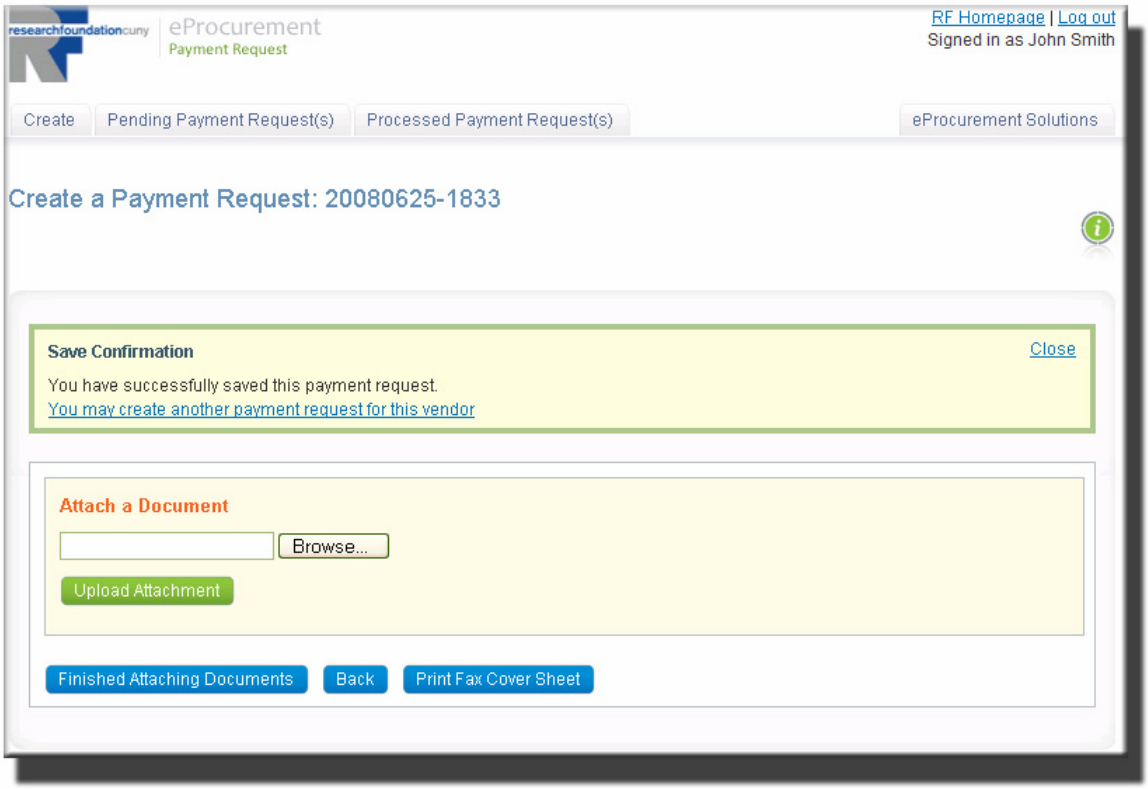


Figure 19: Attaching Documents

Section 6: Pending Payment Requests

This module has two sub-sections: **My Payment Requests** and **Other Payment Requests**. Each sub-section serves a particular purpose and allows you to access specific types of payment requests.

6.1 My Payment Requests

This sub-section will contain payment requests that were either:

(i) **Created** and **saved** by you.

(ii) **Created** by another user (e.g. a preparer) and **submitted** to you for approval.

(iii) **Submitted** by you.

*If you are a **preparer** and you submit a payment request, the status of the payment request will be **Submitted to PI**. If you are an **approver**, the status of the payment request will be **PI Approved**.*

(iv) **Submitted** by you and **approved** by an **O.T.P.S. processor** (at the RF). In this case the status of the payment request will be **OTPS Approved**.

(v) **Submitted** by you and **approved** by a **P.A.** (at the RF). In this case, the status of the payment request will be **RF Approved**.

To access payments in this sub-section, click the **Pending Payment Request(s)** tab on your **Main Navigation Bar** or click the **Open Pending Payment Request(s)** button on your **Dashboard** (see figure 20).

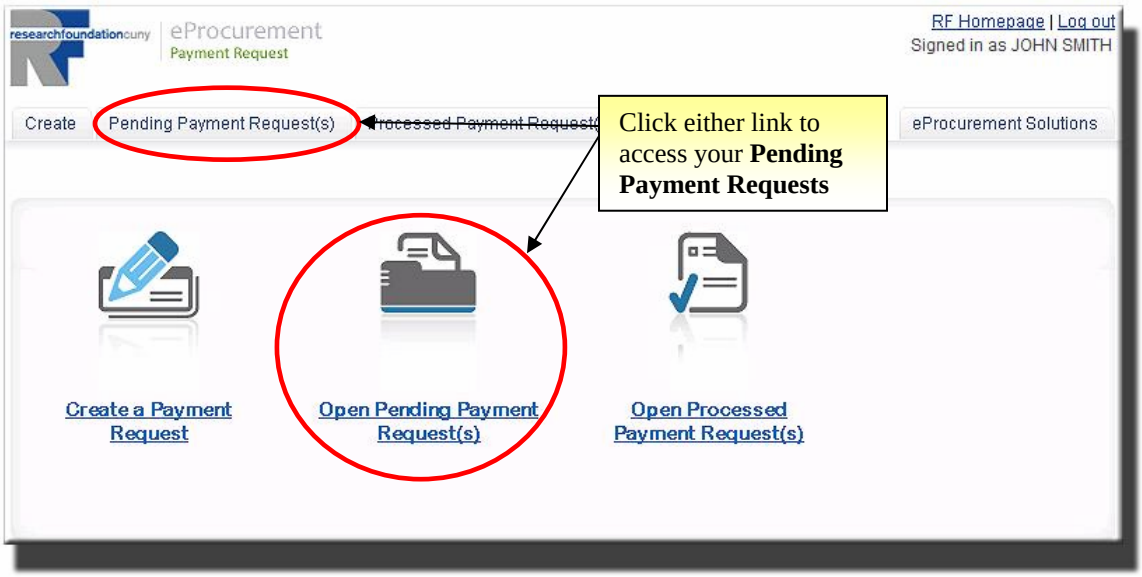


Figure 20: Access your Pending Payment Requests

This will bring you to your **Pending Payment Request(s)** section. As discussed above, your **Pending Payment Request(s)** section is made up of two sub-sections: **My Pending Payment Requests** and **Other Payment Requests**. By default, your **My Pending Payment Request(s)** sub-section will be selected (see figure 21).

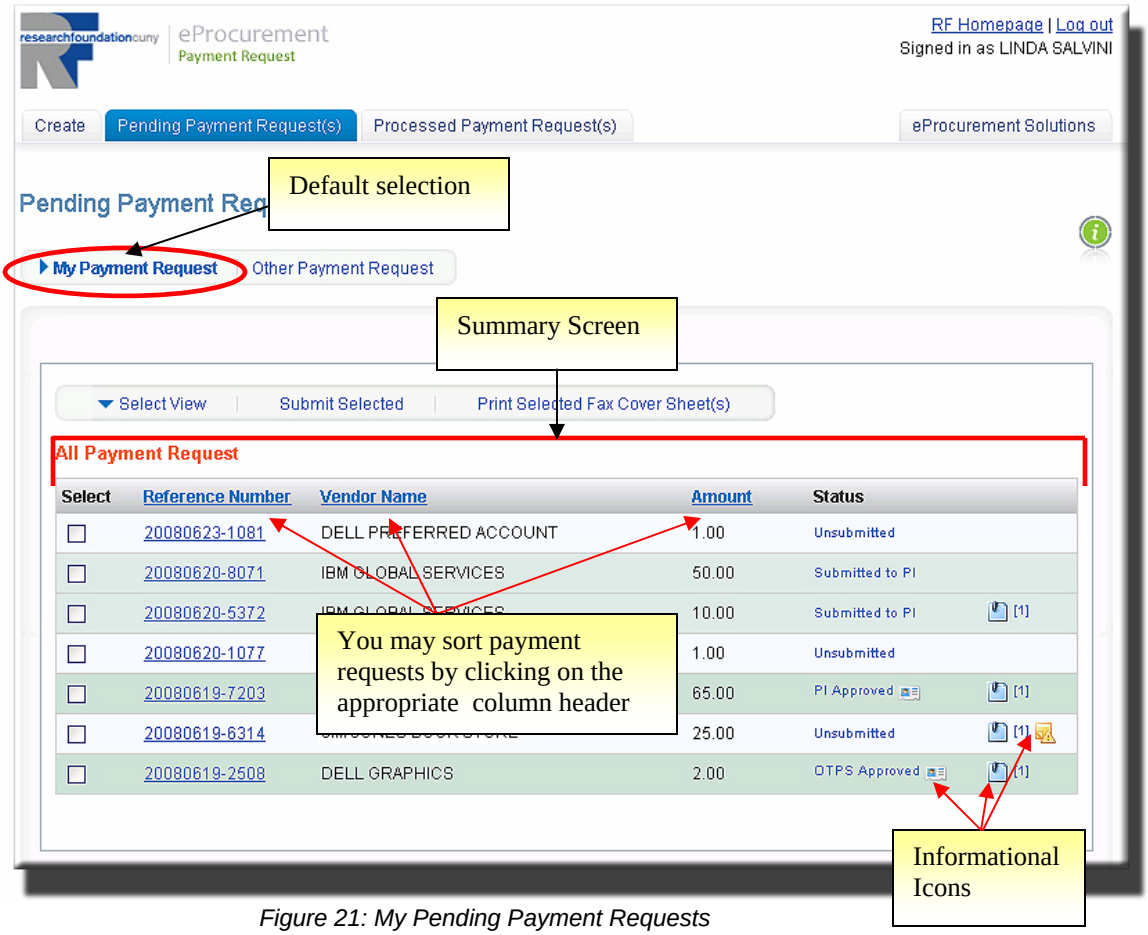


Figure 21: My Pending Payment Requests

This sub-section's **Summary Screen** (see figure 21) shows the following information for each payment request:

(1) **Reference Number**: This number uniquely identifies every payment request in the system. You may sort the payments requests by this number by clicking on the column header (see figure 21).

(2) **Vendor Name**: This is the name of the vendor for whom the payment request is being processed. You may sort the payments requests by vendor by clicking on the column header (see figure 21).

(3) **Amount**: The total amount to be paid. You may sort the payments requests by this number by clicking on the column header (see figure 21).

(4) **Status**: This is the status of the payment request.

(5) **Informational Icons**: These icons (see figure 21) that indicate specific information about a payment request. For a complete list of these icons and their meanings, please refer to **Appendix B**.

From this sub-section's **Summary Screen**, you may choose to do any of the following:

(1) **Filter Payment Request by Status**: By default, the system will display payment requests of every eligible status in this section. If you only wish to view payment request of a particular status, click **Select View** and select the status of your choice (see figure 22). Your choices are:

(i) **View all**: View payment requests of all eligible statuses. This is the default view.

(ii) **Unsubmitted**: These are payment requests that were created and saved by a preparer.

(iii) **Submitted to PI without attachments**: These are payment requests that don't have any supporting documents attached. They were either created and saved by a P.I., or submitted to a P.I for approval by a preparer.

(iv) **Submitted to PI with attachments**: These payment request have at least one supporting document attached to them. They were either created and saved by a P.I., or submitted to a P.I for approval by a preparer.

(v) **Submitted to the RF**: These payment requests have been submitted for approval to the RF.

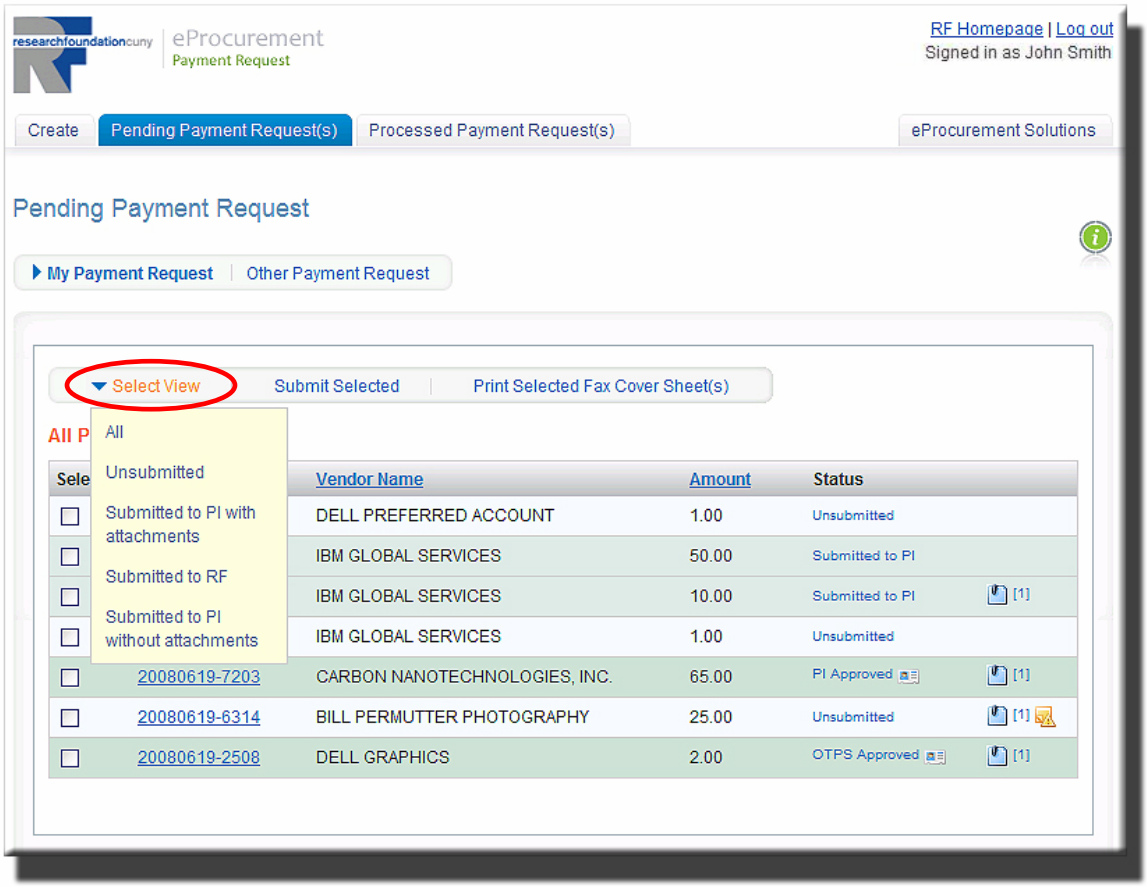


Figure 22: Selecting payment requests of a particular status

(2) **Open a Payment Request**: To open a payment request, click on the payment request's **Reference Number**. This will display the details of the payment request (see figure 23).

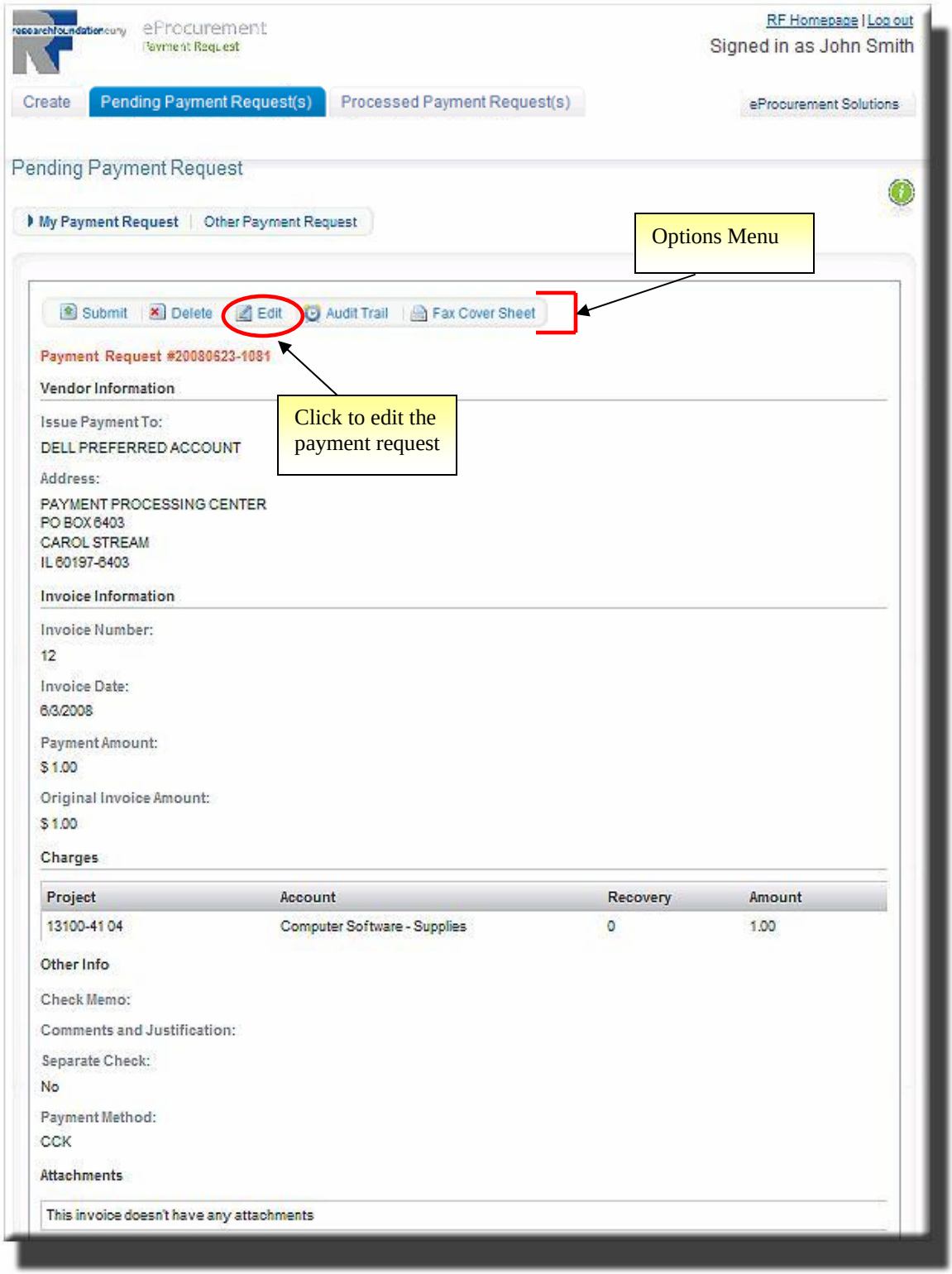


Figure 23: A payment request's details

To edit the payment request, click **Edit** from the payment request's **Options Menu** (see figure 23). This will display the payment request in edit mode.

Note: The **Options Menu** (see figure 23) displays icons that represent all the valid actions you can perform on a payment request. For a complete listing of these icons and their functionality, see **Appendix A**.

(2) **Submit Multiple Payment Requests**: To submit multiple payment requests simultaneously, click the **Select** checkboxes for the appropriate payment requests and then click Submit Selected (see figure 24).

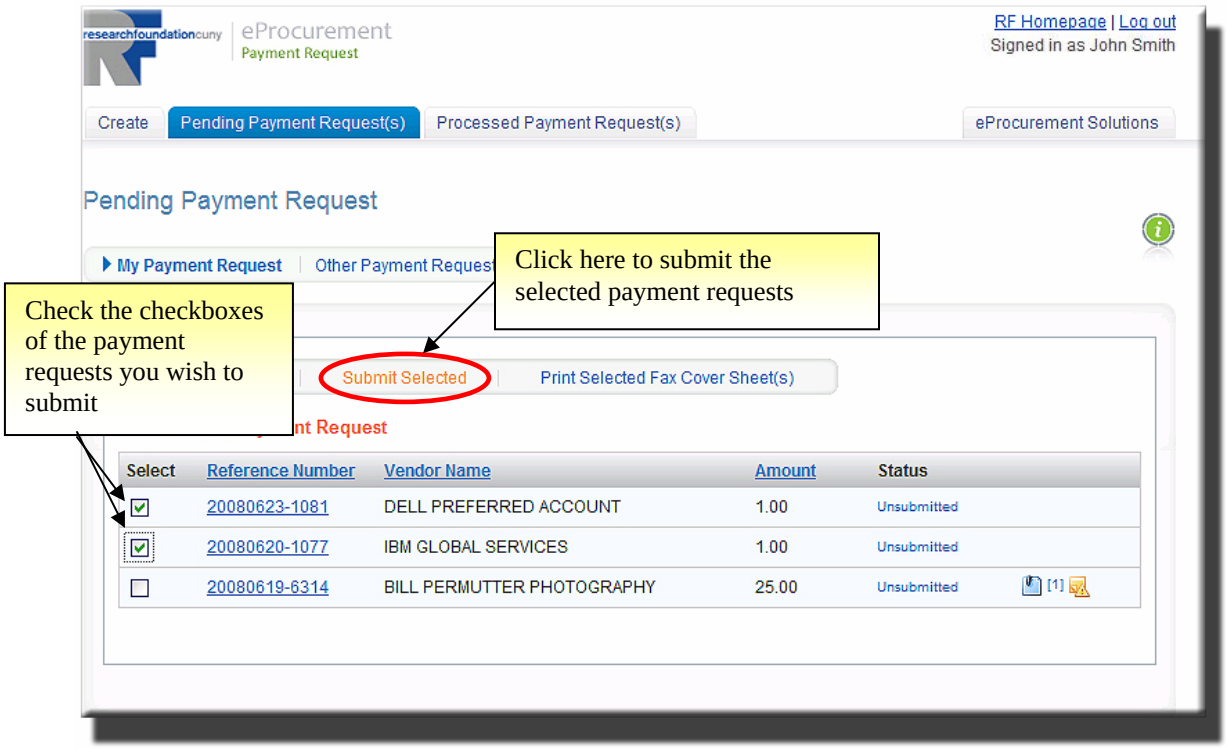


Figure 24: Submitted multiple payment requests from the summary screen

(3) **Print the Fax Coversheet(s) for Selected Payment Requests**: You may choose to print the fax coversheets for multiple payment requests by clicking the **Select** checkboxes for the appropriate payment requests and then clicking Print Selected Fax Cover Sheet(s) (see figure 25)

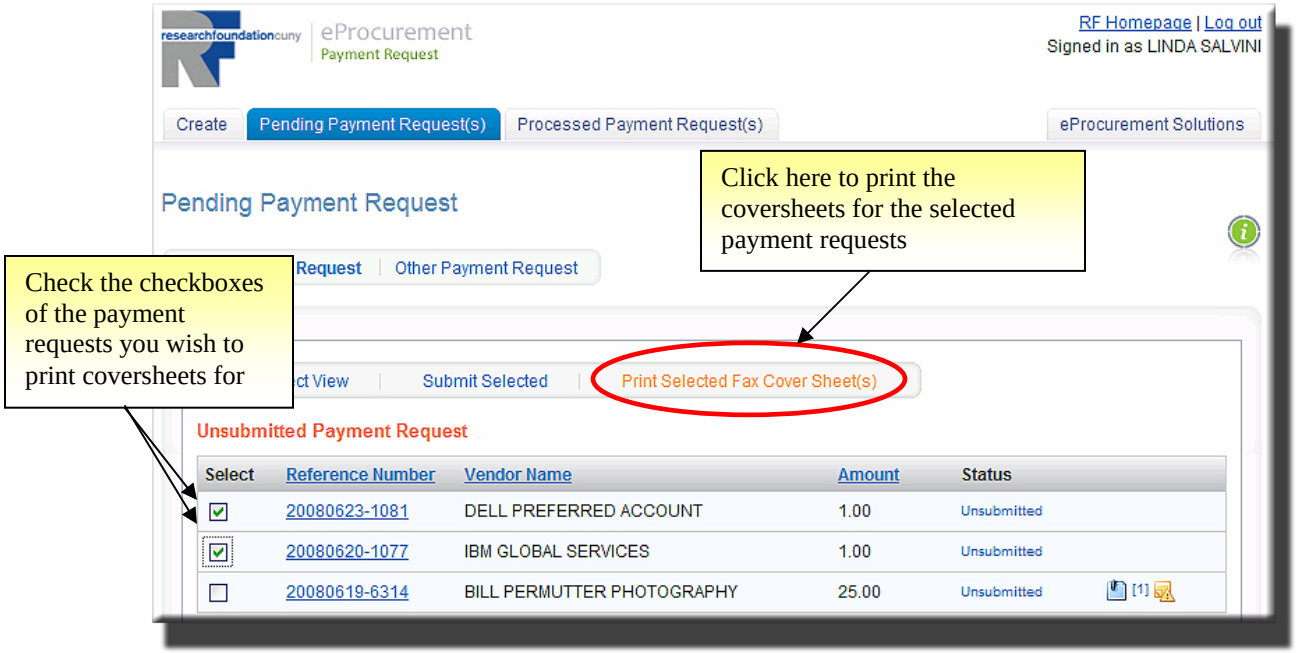


Figure 25: Printing Fax Coversheets from the summary page

(4) **Preview Payment Requests**: If you are looking for a particular payment request, but do not know its **Reference Number**, you can review the key information of each payment request by placing your cursor over its **Reference Number** (see figure 26). When you locate the payment request you are looking for, you can choose to view its details by clicking **View Details** or view the actions taken on it by other users by clicking **Audit Trail** (see figure 26).

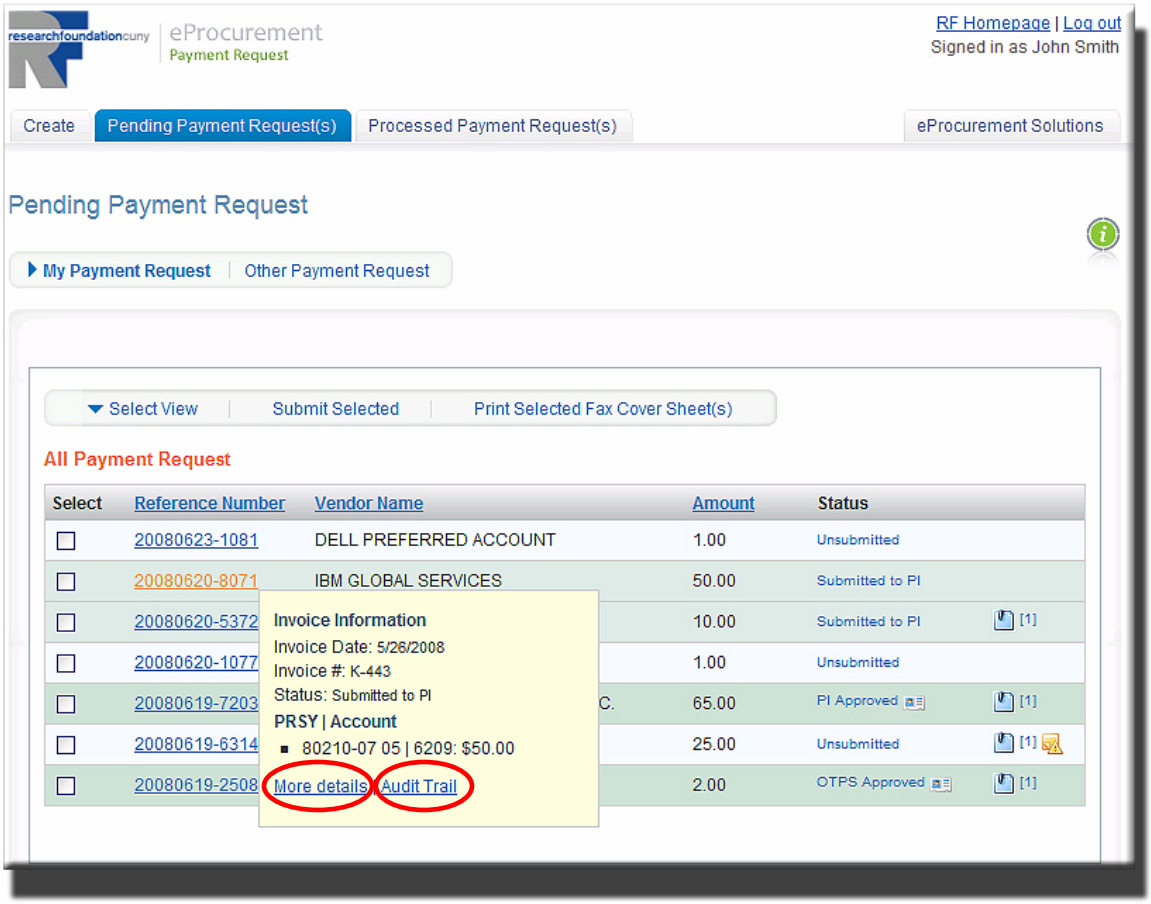


Figure 26: Previewing the key information of a payment request

6.2 Other Payment Requests

This sub-section consists of payment requests that were processed by other users on accounts that you have access to. This section was created so that you can monitor all payment request activity on your projects.

The payment requests in this sub-section were either:

(i) **Created** and **saved** by another user
(ii) **Submitted** by another user and approved by another **approver**.
(iii) **Submitted/Approved** by another user and processed by an **O.T.P.S. processor.**
(iv) **Submitted/Approved** by another user and processed by a P.A.

To access this sub-section, click **Other Payment Requests** under your **Pending Payment Request(s)** (see figure 27).

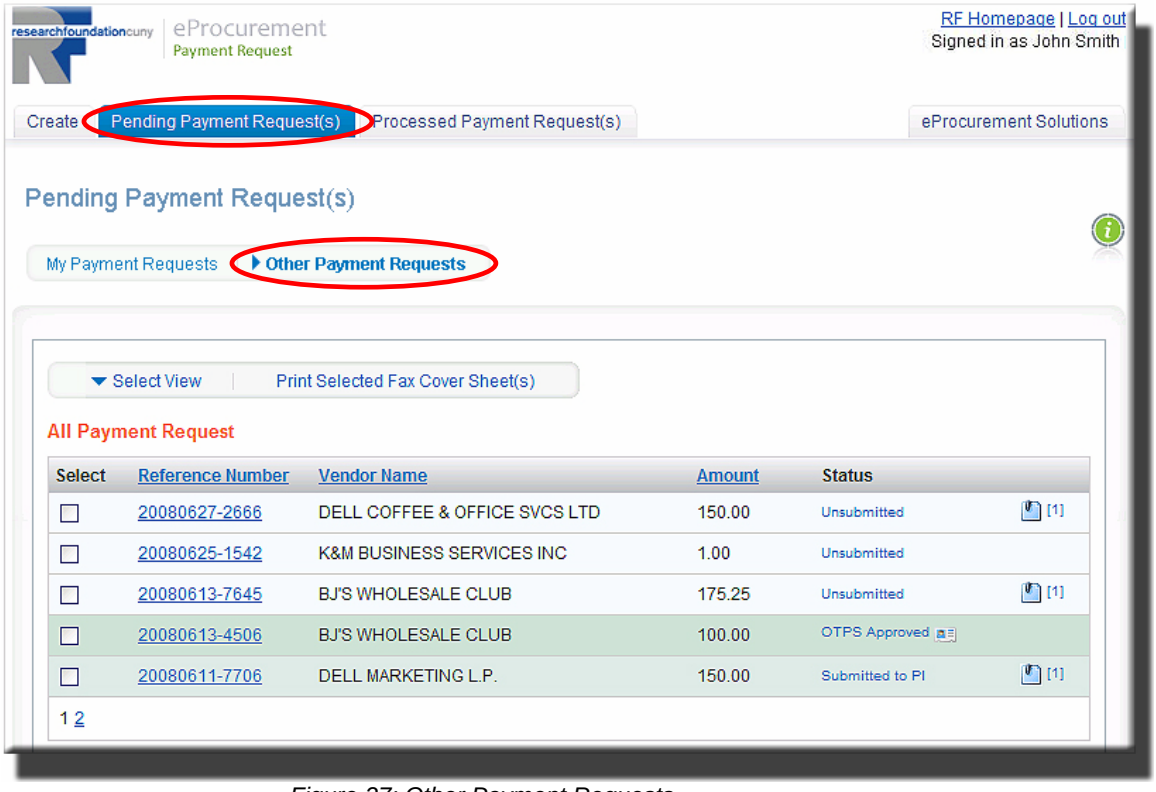


Figure 27: Other Payment Requests

This sub-section's **Summary Screen** is similar to the summary screen of the **My Payment Request's** sub-section. As such, it affords you similar functionality (see section 6.1 of this document for more information). The only exception is that you cannot submit payment requests from the summary screen.

Section 7: Processed Payment Requests

Your **Processed Payment Request(s)** section consists of payment requests that have been fully processed and approved for payment by the RF.

In this section you can do any of the following:

(i) View Fully Processed Payment Requests

Click on **Open Processed Payment Request(s)** from your **Dashboard** or click on the **Processed Payment Request(s)** button from the **Main Navigation Bar**. This will bring you to the **Processed Payment Request's Summary Screen** (see figure 28), which shows you a listing of all payment requests processed on projects that you have access to.

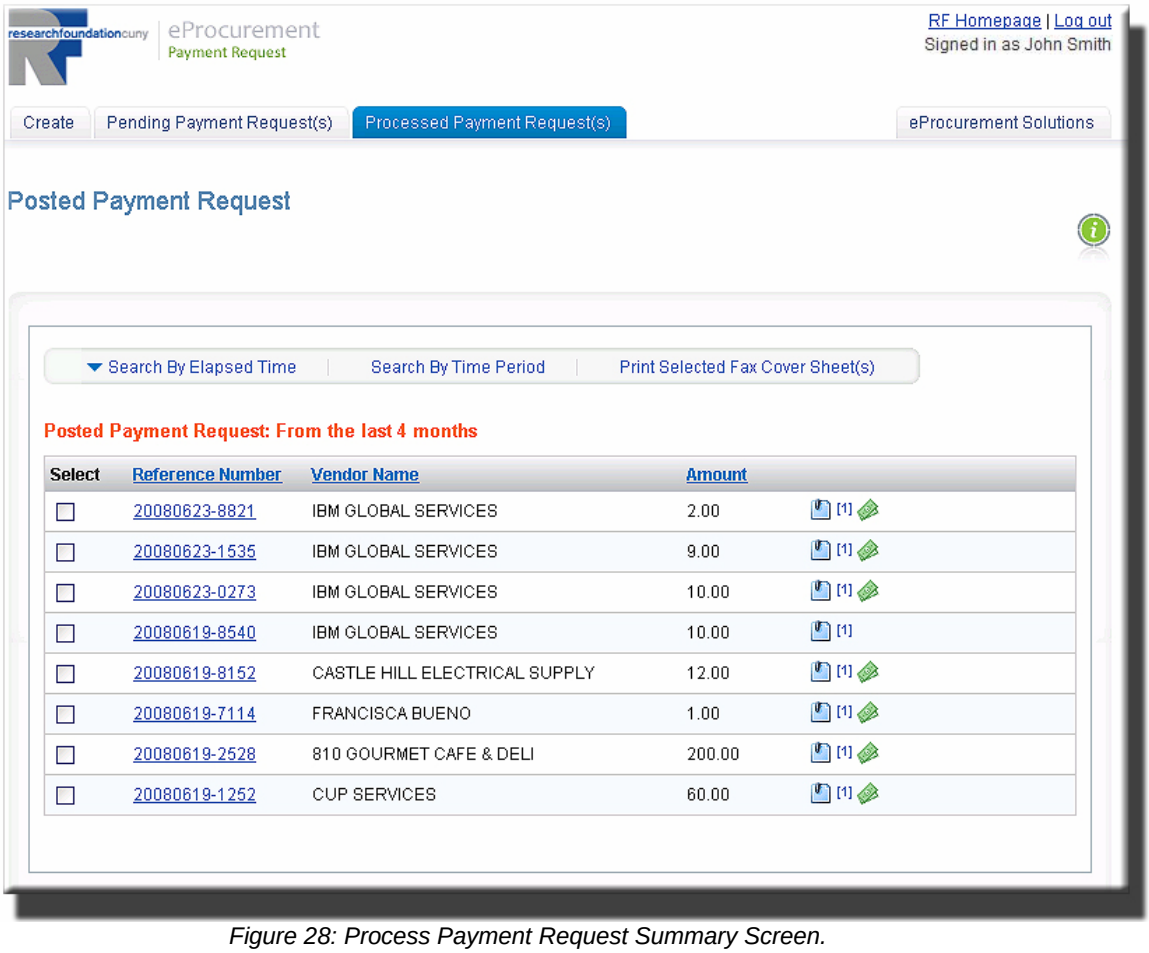


Figure 28: Process Payment Request Summary Screen.

(ii) View Details of Fully Processed Payment Request

From the **Summary Screen** click the appropriate payment request's reference number to view its details. From here you may choose to either view the actions taken by users on the payment request (by clicking

, see figure 29). Or click view to review the supporting documentation attached to the payment request (see figure 29).

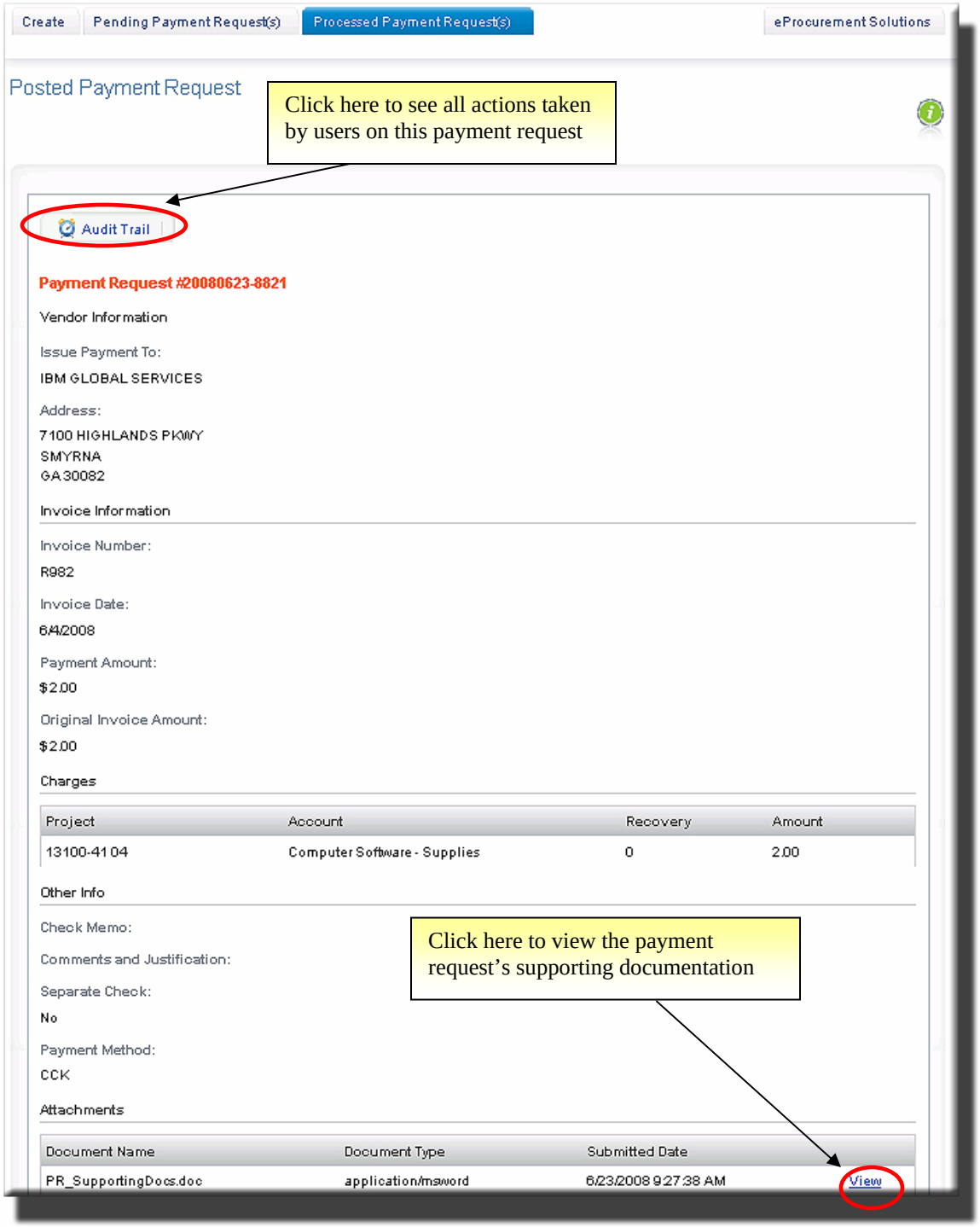


Figure 29: Viewing details of a processed payment request

(iii) **View Payment Information**

You may view payment information (e.g. check number, check amount, etc.) for a payment request as soon as it is processed by the RF. As soon as payment has been made for your payment request, the system will

display a icon besides your payment. If you place your cursor over this icon, the system will display the payment information associated with your request (see figure 30).

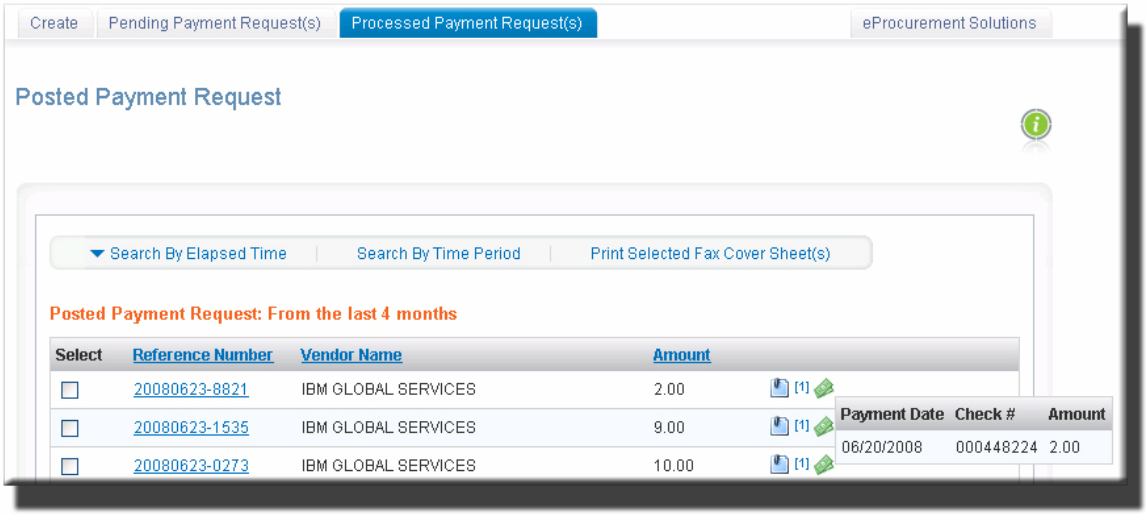


Figure 30: Viewing Payment Information

(iv) **Attach Supporting Documentation**

From the **Summary Screen** click the **Select** checkboxes for the appropriate payment request and then clicking Print Selected Fax Cover Sheet(s). Use these fax coversheets when faxing your documentation to the RF.

(v) **Locate Payment Requests from a Particular Period**

The **Summary Screen's** default display shows payments posted during the previous four months. This can be changed to display more history by placing your cursor on the **Search by Elapsed Time** menu and then selecting the appropriate number of months from the available options (see figure 31).

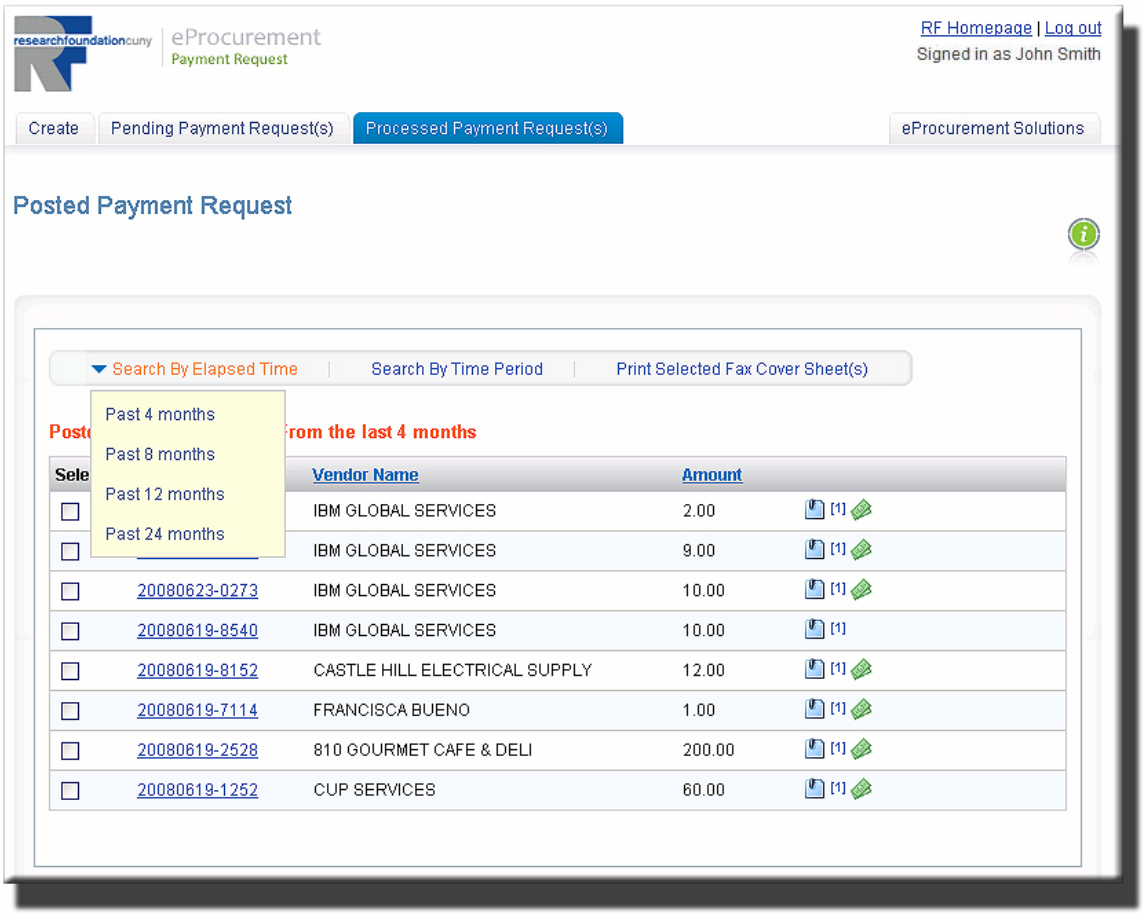


Figure 31: Locating payment requests by Elapsed Time

As an alternative, if you wish to search for payment requests by a more specific range of dates, click on Search by Time Period. Next, click in the **From** and **To** textboxes to select a date from the display calendar. Finally, click on the Search button when you are done (see figure 32).

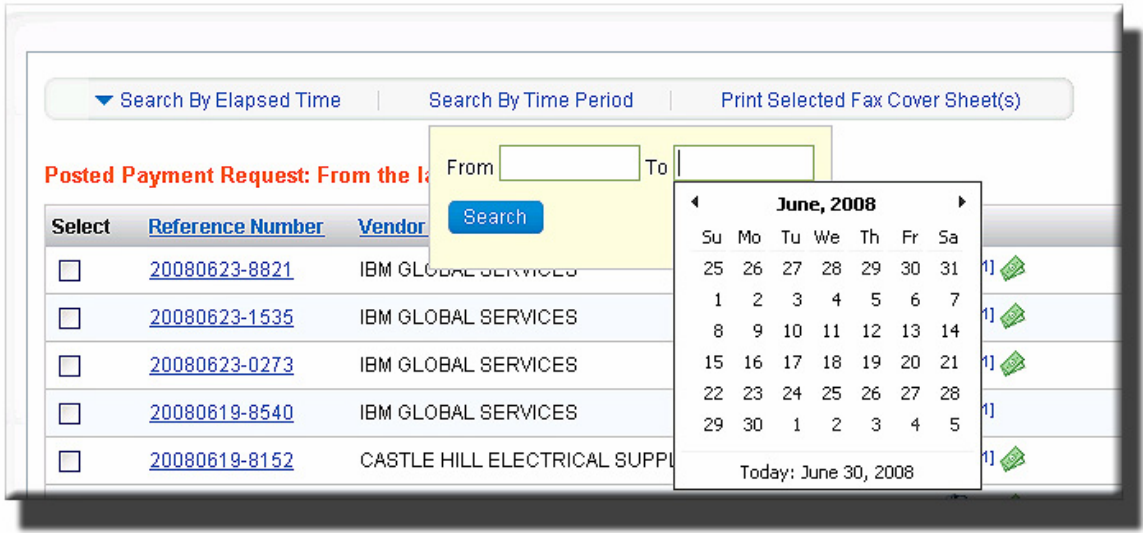
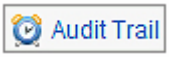


Figure 32: Locating payment requests by Time Period

Appendix A

Icon	Purpose
	Allows you to submit a payment request. If you submit a payment request as a preparer, then your payment request will be sent to your approver. If you submit a payment request as an approver, then your payment request will be sent to the RF.
	After you have submitted your payment request, the system will not allow you to modify it. If you wish to modify a submitted payment request, or if you submitted it in error, use this button to recall your submission.
	This button is only available to approvers. It allows you to reject a payment request that was submitted to you for approval (in which case it is sent back to the preparer).
	Allows you to delete a payment request. Once deleted, the payment request can no longer be retrieved.
	Allows you to edit a payment request.
	Allows you to view all actions taken by users on a payment request.

Appendix B

Icon	Purpose
	Indicates if a payment request has supporting documents attached to it. The number in parenthesis beside the icon indicates the number of documents attached to the payment request
	Indicates that a user has attached a comment to your payment request. If you place your cursor over this icon, you will be able to view the comment. ***Note:*** *If the status of your payment request is either* ***Unsubmitted*** *or* ***Submitted to PI*** *and you see this icon besides it, then your payment request might have been rejected.* ***Please be sure to review your payment request for more information.***
	Indicates that the contact information for the RF processor(s) currently working on your payment request is available. Place your cursor on this icon if you wish to view the processor(s) contact information.
	Indicates that payment has been processed for your payment request. Place your cursor over this icon to view the payment details.